

FACE SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

NOV 1 1974

Office of Administrative Hearings

ENDORSED

APPROVED FOR FILING
 Gov. Code 11380.2)

NOV 1 1974

Office of Administrative Hearings

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

_____ Benefit Payments _____
 (Agency)

Dated: November 1, 1974

By: David B. Sneyd

_____ Director _____
 (Title)

FILED

In the office of the Secretary of State
 of the State of California

NOV 1 - 1974

At 2:40 o'clock P. M.

EDMUND G. BROWN, Jr., Secretary of State

By: Meipac R. Hershenov
 Deputy Secretary of State

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After proceedings had in accordance with the provisions of the Administrative Procedure Act (Gov. Code, Title 2, Div. 3, Part 1, Chapter 4.5) and pursuant to the authority vested by Sections 10552, 10553, 10554 and 10604 of the Welfare and Institutions Code, the Department of Benefit Payments hereby repeals, amends, and adopts regulations referred to in Title 22, California Administrative Code, as hereinafter set forth.

This order shall take effect on the thirtieth day after its filing with the Secretary of State as provided in Section 11422 of the Government Code.

Amended Sections: 44-207.1
 44-208.1
 44-311.1
 44-315.2

Repealed Sections: 44-241
 44-315.23


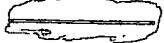
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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

44-207 MINIMUM NEEDS OF RECIPIENT IN INDEPENDENT LIVING ARRANGEMENT –
OWN HOME (Continued)

44-207

APSB | .1 NEEDS CHART – RECIPIENT LIVING IN HIS OWN HOME
.11 Recipient Lives Alone

Item	
Minimum needs common to every adult aid recipient	\$ 92.00
Minimum needs related to  blindness 	76.00
Chapter 1022, Statutes of 1972 increase	12.00
Minimum housing need	30.00
TOTAL	<u>\$210.00</u>
Housing allowance beyond minimum (Allowed if paid by recipient)	\$0-33.00
Minimum and maximum ^{1/} need amounts	<u>\$210.00</u> <u>243.00</u>

^{1/} For exceptions, see Section .21, below.

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44-207

LPSB

.12 Recipient in Shared Living Arrangement

Item	
Minimum needs common to every adult aid recipient	\$ 92.00
Minimum need related to <u> </u> blindness <u> </u>	<u>76.00</u>
Chapter 1022, Statutes of 1972 increase	12.00
Minimum housing need	<u>30.00</u>
TOTAL	<u>\$210.00</u>
Housing allowance beyond minimum (Allowed if paid by recipient)	\$0-15.00
Minimum and maximum ^{1/} need amounts	<u>\$210.00</u> <u>225.00</u>

1/ For exceptions, see Section .21, below.

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(Pursuant to Government Code Section 11380.1)

44-208 MINIMUM NEEDS OF RECIPIENT IN INDEPENDENT LIVING ARRANGEMENT
 BOARD AND ROOM

44-208

RPSB

.1 Needs Chart — Recipient Living in Board and Room Arrangement

Item	
Minimum needs common to every adult aid recipient	\$ 55.00
Minimum needs related to <u>blindness</u> <u> </u>	<u>67.00</u>
Chapter 1022, Statutes of 1972 increase	12.00
Minimum board and room	<u>76.00</u>
TOTAL	<u>\$210.00</u>
Board and room allowance beyond minimum (Allowed if paid by recipient)	\$0-26.00
Minimum and maximum ^{1/} need amounts	<u>\$210.00</u> <u>236.00</u>

^{1/} See exception in .2, below.

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(Pursuant to Government Code Section 11380.1)

APSB44-311 STATUTORY MAXIMUM GRANT - APSB

44-311

.1 The grant maximum is \$260.

44-315 AMOUNT OF AID (Continued)

44-315

APSB.2 Determining Amount of Aid

The amount of aid is determined by:

.21 Rounding to the nearer dollar total nonexempt income as determined under Chapter 44-100 and total need as determined under Chapter 44-200 with amounts ending in 50 cents or more rounded to the next higher dollar,

AND

.22 Subtracting the current nonexempt income from total need or, _____ from the statutory maximum for the program if the statutory maximum is less than total need. (See Section 44-311.)

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The following sections are to be repealed effective 12/1/74

Section 44-241 SPECIAL NEED FOR PROPERTY TAXES


Section 44-315.23 Property Taxes and Statutory Maximum -
Recipient in Independent Living Arrangement

There are no state mandated local costs in these regulations that require reimbursement under Section 2231 of the Revenue and Taxation Code because the revised regulations implement a mandate previously enacted by statute (Chapter 1784, Statutes of 1965); the repealed regulations remove a previously allowed special need which is no longer necessary because of the repeal of Section 19524 of the Revenue and Taxation Code.

Adopted by:


DAVID B. SWOAP
Director of Benefit Payments

Approved by:


JAMES E. JENKINS, Secretary
Health and Welfare Agency

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DEPARTMENT OF SOCIAL WELFARE BENEFIT PAYMENTS

744 P STREET
SACRAMENTO 95814

November 22, 1974

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NOV 22 1974

Office of Administrative Hearings

FILED
In the office of the Secretary of State
of the State of CaliforniaNOV 22 1974
At 11:35 o'clock *m* a. M.
EDMUND G. BROWN Jr., Secretary of State
By *Miep R. Hershberger*
Deputy Secretary of State

CERTIFICATE OF COMPLIANCE - Section 11422.1, Government Code

The Department of Benefit Payments hereby certifies that said agency has, within 120 days of the effective date of the emergency regulations (or order of repeal) filed with the Secretary of State on July 26, 1974, given notice of the adoption thereof and afforded interested persons the opportunity to present statements, arguments, or contentions in a manner substantially similar to that provided by Sections 11423, 11424, and 11425, Government Code.

David B. Swoap
DAVID B. SWOAP
Director of Benefit Payments

James E. Jenkins
JAMES E. JENKINS, Secretary
Health and Welfare Agency

CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

63-2326 MIGRANT FARM LABORERS

63-2326

Migrant farm laborers may travel completely within a state or may move across many states, traveling in a seasonal pattern. Because these households have no fixed place of abode during the work season, and thus have no roots in the community in which they apply for food stamps, the EW is faced with a most difficult task in determining eligibility and coupon basis of issuance. However, (in accordance with Federal Regulations) migrant households must be treated in the same manner as any other household whose income is subject to extreme fluctuations.

.1 Determining Income

EWs should avoid using any anticipated income figure as an absolute when it is based on the anticipated days of work available in a specific area or line of work. It cannot be assumed that simply because work is available, everyone will be employed. If there are 2,000 farm labor jobs available in a county and 3,000 migrants have entered the county, it is obvious that some individuals will not be able to find employment or will find only minimal employment.

When a migrant enters an area, he may not yet have secured employment. If crops are not yet ready to be picked, there may be a lapse of time before any income is received. In such cases, the EW may authorize a certification at zero purchase in accordance with the procedures provided in Section 63-2332. After that time, it is reasonable to assume that the household will have established some sort of work history by which future income may be anticipated.

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(Pursuant to Government Code Section 11380.1)

63-2326 MIGRANT FARM LABORERS (Continued)

63-2326

.2 Verification of Migrant Income

Although documentary verification is not always available for the earnings of migrant households, verification of earnings may be obtained through a variety of sources which include, but are not limited to, Employment Development Department, Farm Labor Bureau, Rural Manpower Development, Farmer's Cooperative Service, growers' associations, migrant service organizations, the county agent, and individual growers and crew chiefs. If the applicant indicates that he will be working for various growers or crew chiefs, a calendar form providing space for recording each day's income and hours worked, together with a space for the signature of the grower or crew chief to validate such information, may be provided the household for presentation at the next certification.

.3 Verification of Migrant Resources

Special care should be taken in dealing with migrants to determine if there are out-of-state resources or income from real property in the home-base area. For example, a migrant who claims Texas as a home-base area and who is applying for food stamps in California, should be questioned as to the availability of resources in Texas as well as California.

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63-2326 MIGRANT FARM LABORERS (Continued)

63-2326

Particular attention should be paid to real property in the home-base area. Each applicant household is permitted one home and lot as an exemption from resources. If the applicant has a home and lot in Texas and does not own a residence in California, the Texas home will be exempted as a resource. Shelter adjustments, however, may only be calculated by using the costs of the currently occupied residence. A payment made for shelter in another project area cannot be taken into consideration in computing the shelter deduction.

Additionally, the EW should explore the possibility that out-of-state real property is being rented or is producing income in some way. If such property is producing income, such income must be added to all other household income in determining eligibility and basis of issuance.

.4 Certification Periods

Migrant households will be certified for one month based on the anticipated income for that month. Migrants may not be certified for longer than one month unless they have documentary proof of a contract with a specific grower or crew chief with the length of employment and the wages to be paid specified or they are being certified during a nonwork period.

.5 Work Registration of Migrants

Employable members of migrant households who are not employed at least 30 hours a week must register for and accept suitable employment in the same manner as other persons. Growers should be made aware of the fact that migrants are being registered with EDD and that they can obtain workers there.

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63-2326 MIGRANT FARM LABORERS (Continued)

63-2326

.6 Exempt Income of Migrant Children

Some problems have been encountered in determining the income of migrant children under 18 years of age when the household receives one payment in compensation for work performed by all household members. Since the earned income of a student under 18 years of age is exempt, his income must be differentiated from the rest of the household's income. The EW should, as part of the certification process, determine from the head of the household or the employer that portion of income which may be attributed to the student's work and exclude it from the household's income. This provision applies to students who are currently attending school and those who plan to return to school after academic breaks.

63-2327 SCHOOL EMPLOYEES

63-2327

Households with members who receive income on other than an hourly piece-work basis from employment under a contract which is renewable on an annual basis will have such income averaged over a 12-month period to determine household eligibility. Such members will be considered to be receiving compensation for an entire year even though predetermined nonwork periods are involved or actual compensation is scheduled for payment during work periods only. The provisions of this paragraph are intended to apply primarily to teachers and other school employees.

.1 Contract Renewal

The renewal process may involve a signing of a new contract each year; be automatically renewable; or, as in cases of school tenure, rehire rights may be implied and thus preclude the use of a written contract altogether.

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(Pursuant to Government Code Section 11380.1)

63-2327 SCHOOL EMPLOYEES (Continued)

63-2327

.2 Work - Nonwork Cycle

The fact that such a contract is in effect for an entire year does not necessarily mean that the contract will stipulate work every month of that year. Rather, there may be certain predictable nonwork periods or vacations, such as the summer break between school years.

.3 Income

Income from such a contract will be considered as compensation for a full year regardless of the frequency of compensation as stipulated in the terms of the contract, as determined at the convenience of the employer, or as determined at the wish of the employee.

.4 Determination of Eligibility and Basis of Issuance

The annual income household members receive from contractual employment described above shall be averaged over a 12-month period to determine the member's average monthly income. To determine household eligibility, all other monthly income from other household members will be added to this average monthly income and income exclusions and deductions applied in the normal manner. Once eligibility has been determined, the annualized income may be averaged or prorated over the 12 months before adding it to other monthly income for determining the household's basis of issuance during the certification period.

Certification periods will be assigned in accordance with Section 63-2310.

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63-2327 SCHOOL EMPLOYEES (Continued)

63-2327

.5 Exception

This paragraph does not apply to recipients of emergency food stamp assistance under Chapter 63-7000; in situations where the other party to the contract cannot or will not make payments specified in the contract; or where labor disputes interrupt the flow of earnings specified in the contract.

63-2328 STUDENTS

63-2328

Students as a rule have extremely uneven cash flows and have sources of income not normally available to other households. Therefore, students require special procedures for the handling of income and determining eligibility. While such procedures are of primary importance in the certification of households consisting solely of students or where the student is the household head, the principles are equally applicable to households where the student is a dependent member.

A student is defined as an individual attending at least half-time - as defined by the institution - any kindergarten, pre-school, grade school, high school, vocational school, technical school, training program, college, or university. Enrollment in a mail, self-study, or correspondence course does not qualify such person as a student. A student's status is not altered during temporary periods of time in which the school is not in session, such as summer vacations or semester breaks, provided he is enrolled for the next regular session. Students as such are exempt from the work registration requirement. Moreover, students under 18 years of age are granted an exemption for any income earned through employment or self-employment, except where the student is emancipated or is living alone.

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63-2328 STUDENTS (Continued)

63-2328

Students have unusual sources of income. Income peculiar to student households would include scholarships, fellowships, educational grants, deferred payment loans, veteran's educational benefits, cash gifts or awards for educational expenses, and cash or vendor payments from parents. Such sources of income result in an uneven cash flow. The payments are, generally speaking, received in one payment but are intended to cover a specific period of time; a semester, school-year, etc. Likewise, the major expenses of education - tuition and mandatory fees - are also paid at one time, again emphasizing the uneven cash flow.

.1 Determining Student Income

In order to determine the adjusted monthly income for student households, the following procedure will be used:

- a. Determine the total cash value of all scholarships, educational grants, deferred payment loans, or other monies received in a one-time payment for expenses of education.
- b. Subtract from such total all tuition and mandatory fees allowed by Section 63-2264.5 (not to include the cost of books, meals at school, transportation or supplies) paid or expected to be paid for the period such monies are intended to cover.
- c. Average the remainder over the period such monies are intended to cover. This figure is the monthly income derived from such sources of income.

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63-2328 STUDENTS (Continued)

63-2328

- d. Add the monthly amounts received from parents, guardians, or any other nonhousehold member in the form of cash gifts or awards for expenses of education, maintenance and/or support. Such payments may be in the form of cash or may be a vendor payment.
- e. Add any other monthly income including nonexempt earned income and veterans benefits.
- f. Determine adjusted monthly net income based on any applicable deductions from income. If deductions exceeded income in b. above, the remainder shall be averaged over the period the expense was intended to cover and the average deducted as any applicable deduction.

.2 Payments Made from Resources

Students who accrue resources to defray expenses incurred during the school year are eligible for deductions for tuition and mandatory fees paid from such resources unless such expenses are being paid from scholarships or other educational funds. The EW will use the following procedure to determine the amount of such deduction:

- a. Educational institutions do not ordinarily allow monthly payments for costs of education, but require that tuition and mandatory fees be paid at the beginning of each term. Accordingly, student households will be allowed a deduction for such expenses based on a monthly amount determined by spreading the tuition and mandatory fees over the period for which it was paid.

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63-2328 STUDENTS (Continued)

63-2328

- b. Any resources remaining after payment of education costs will be considered resources and will not be prorated as income.

EXAMPLE

Household A pays \$450 for tuition and mandatory fees in January at the beginning of the school term. The household applies for food stamps in February. Since the payment made in January represents costs of 4-1/2 months, the assigned cost is \$100 for four months, with a \$50 cost in the last month of the school term. If the household were certified for the months of February, March, and April, the deduction allowed would be \$100 per month.

.3 Student Resources

In determining resources of students, monies which have been averaged as income (see Section 63-2328.1) may not be counted as resources.

.4 Verification of Student Income

Verification of income of student households may present problems to the EW. A primary source of verification is the student's parents or guardians. These individuals may be contacted to determine the amount of any cash payments or vendor payments made to or on behalf of the household. Depending on the distance involved, contact may be made by telephone, mail, or by personal contact. If the mails are used, it is recommended that the EW mail the request for information directly to the parent or guardian and enclose an envelope for direct reply to the

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63-2328 STUDENTS (Continued)

63-2328

certification office. DBP may develop a form for this purpose. If the household refuses to supply the name of the parent or guardian, the household may be denied participation for failure to cooperate. However, the failure of the parent or guardian to furnish the requested information may not be used as grounds to deny the household if verification can be supplied by the applicant or through any other acceptable means. Verification of the amounts received from scholarships, deferred loans, or grants may be obtained directly from the agency or institution providing such monies.

.5 Living Arrangements

Many students live in unconventional arrangements which do not in themselves provide grounds for denial of participation, but do make the determination of household composition difficult. It is recommended that the certification office establish cross-referenced address files of student applicants to prevent participation of a student as a member of more than one household. Such a file would also serve as a source of information on shelter costs when necessary to assure that verification of shelter costs presented by students is genuine. The EW may also verify shelter costs with the owner of the property or the rental agency and also with the student who is actually responsible for making the payment.

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63-2328 STUDENTS (Continued)

63-2328

While communal living arrangements do not preclude certification of individuals as single person households, the EW may wish to explore the validity of statements that individuals in the communal setting live as independent economic units, and do in fact purchase and store food individually. Since many students live in boarding houses, it is recommended that the most recent city directory be consulted for all students to detect residents of boarding houses. Applications listing the address as a dormitory should receive special attention. While many colleges do provide snack-type facilities on each dormitory floor, such facilities may not necessarily be used to cook meals. The existence and adequacy of such facilities may be verified by contact with college housing officials.

63-2329 STRIKERS

63-2329

Striker households are to be certified in the same manner as other NA households. Contact with union and company officials should be maintained to determine the probable length of the strike and to verify wages received from the struck company or strikers' benefits or other aid from the union. However, the services of individuals or organizations who are parties to a strike or lockout shall not be used to perform certification interviews of applicants who are involved in a strike or lockout. In addition, such individuals or organizations shall not be permitted access to food coupons, ATP cards or other documents, nor shall the facilities of such individuals or organizations be used in conjunction with the certification of such applicants.

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63-2329 STRIKERS (Continued)

63-2329

.1 Scheduling Intake

In areas which do not have an appointment system for taking applications for participation in the program, a great deal of confusion may result if there is a sudden large influx of applicants. In order that applicants may be handled as orderly and timely as possible, consideration should be given to an appointment system on a temporary basis in the affected area. For example, if there is a large influx of strikers, the EW may advise the applicants that only a certain number can be interviewed during one day and the rest should make an appointment and return later. Group briefing sessions may also be helpful in screening patently ineligible households. In any event, application forms must be supplied when requested, be accepted when they are presented, and must be processed within 30 days after receipt.

.2 Resources and Verification

Particular emphasis should be placed on determining assets available to the household because of the striker's recent long-term regular employment. In particular, the possible existence of extra cars or recreational equipment such as boats or campers should be explored. Since a striker is considered to be unemployed during a strike, work-related exemptions such as a second car for that person cannot be allowed. In most cases, verification of resources will be indicated.

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63-2329 STRIKERS (Continued)

63-2329

.3 Income and Verification

The EW should be alert to the necessity of documenting and verifying the income of all household members from all sources. All income expected to be received during the certification period, including pay expected to be received by the striker and union benefit payments, must be considered. Union benefits or picket duty pay will not entitle the household to the ten percent deduction for work related expenses (see Section 63-2264.1) as this is not considered earned income.

.4 Work Registration

Strikers must register for employment prior to certification and must accept suitable employment and comply fully with all work registration requirements (see Section 63-2224). Employment offered at a site subject to a strike or a lockout is not considered suitable, and acceptance of such employment by a striker, if offered, is not required, except under the conditions below.

.5 Unlawful Strikes

When a court of law has issued an injunction or other order declaring the strike to be unlawful, such an order shall be considered to be a continuing offer of suitable employment to the striker. Failure of the striker to return to his employment shall be considered failure to comply with the work registration requirement of the Food Stamp Act, and county welfare departments shall deny or terminate any household in which one or more household members are participating in a strike contrary to such a court order. However, if the household can demonstrate that the member or members involved in the illegal strike

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63-2329 STRIKERS (Continued)

63-2329

are not required to register for work in accordance with the exemptions in Section 63-2222, the household may then be certified for participation, if otherwise eligible.

.6 Certification Periods

Households with one or more members on strike are to be assigned certification periods of no more than one month unless the county welfare department has developed procedures specifically approved by DBP which enable the county welfare department to locate and terminate such households on a timely basis at the end of the strike. In accordance with Section 63-2312.4, a half-month certification period may be used to get a household into the program or to terminate participation upon return to work.

63-2330 NARCOTICS ADDICTS AND ALCOHOLICS

63-2330

Participants in drug addiction or alcoholic treatment and rehabilitation programs who elect to participate in the Food Stamp Program must meet the same income and resource standards as other NA households; however, special allowances are made in the requirements for cooking facilities and work registration for residents of treatment centers. In addition, residents of such centers must apply for, purchase, and use food stamps through the center as their authorized representative.

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63-2330 NARCOTICS ADDICTS AND ALCOHOLICS (Continued)

63-2330

.1 Approval of Centers

The drug addict or alcoholic treatment and rehabilitation center must be approved by the Office of Alcohol Program Management or the State Office of Narcotics and Drug Abuse which approves such programs pursuant to P.L. 91-616, "Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1970" and P.L. 92-255, "Drug Abuse Office and Treatment Act of 1972." Such office will certify that the center is a private nonprofit institution providing treatment that can lead to the rehabilitation of drug addicts or alcoholics. The county welfare department will establish contact with the office responsible for certifying such centers to assure that only residents of approved centers participate in the program. This office is the Facilities Information Services of the Facilities Licensing Section, Department of Health, 744 P Street, Room 440, Sacramento, California 95814, telephone: (916)445-3281.

.2 Cooking Facilities

Participants who reside in the treatment center must have access to cooking facilities, unless the center is authorized by FNS to accept food coupons in payment for meals served at the center. In that event, the coupon allotment of center participants may be used to pay for such meals. Verification of FNS authorization may be obtained from the local FNS officer-in-charge. In addition, each center authorized to receive food coupons will have an authorization card indicating FNS approval to accept food coupons from residents and nonresident participants for meals served on the premises.

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63-2330 NARCOTICS ADDICTS AND ALCOHOLICS (Continued)

63-2330

Participants in the treatment program who do not reside in the center, but are members of a household outside the center, must have access to cooking facilities unless exempt from this requirement in accordance with Section 63-2211.

.3 Household Determination

Residents of treatment centers, if otherwise eligible, must be certified for program participation as one person households. Nonresident participants will be certified under normal procedures.

.4 Computing Income

Treatment center residents who are recipients of PA are eligible to participate as one person households without regard to income and resources. Other residents will participate as one person NA households. Eligibility for NA households and basis of issuance for all households shall be based on income and resources as defined in Sections 63-2250 and 63-2260. In many cases, participants in such program will have neither income nor resources. The EW should initiate verification if the resident's former economic situation indicates the possibility of income and resources.

.5 Authorized Representative

The private nonprofit organization administering the treatment center will act as an authorized representative to apply on behalf of the resident, to purchase food coupons on his behalf, and to use the food coupons to purchase food for preparation at the center or to purchase meals served at the center. The authorized representative is provided so as not to interfere with the treatment and rehabilitation program

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63-2330 NARCOTICS ADDICTS AND ALCOHOLICS (Continued)

63-2330

of the participant. However, the resident must personally sign the food stamp application form in addition to the authorized representative.

In all cases the authorized representative is responsible for notifying the food stamp or PA office of any change in household circumstances that affects eligibility or basis of issuance. This is especially true when the resident leaves the center. The organization administering the treatment program shall be responsible for any misrepresentation or fraud committed in the certification of center residents and shall assume total liability for food coupons held on behalf of resident recipients.

.6 Certification Periods

Although there is no way to predict or anticipate how long a resident may choose to participate in the treatment center's rehabilitation program, experience has shown that those who remain in the center for two weeks after induction usually remain for an extended period of time. Therefore, an initial certification for half-month or one month periods is appropriate. In most instances the EW may then reasonably assign subsequent certification periods of up to six months to residents participating as NA households. Food stamp eligibility of residents participating as PA households may be reviewed at the same time eligibility for public assistance is reviewed.

.7 Work Registration

Any resident or participant in the center's treatment and rehabilitation program is exempt from the work registration requirement. This exemption is not meant to discourage residents and participants in such program from seeking and accepting employment on their own.

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63-2331 INELIGIBLE ALIENS

63-2331

The ineligibility of certain aliens for program benefits will not prohibit the remaining household members from applying for and receiving food stamps. When a household which includes one or more ineligible aliens makes application, the EW must first determine if the ineligible alien is a part of that household's economic unit or may be excluded from the household as a roomer, boarder, or attendant. Based on this determination, the household certification will proceed as follows:

.1 Ineligible Aliens Not Part of the Economic Unit

If the ineligible alien is a roomer, only his payment to the household for the room will count as income to the household. If the ineligible alien is an attendant necessary for medical or child care reasons, none of his income will be counted and a deduction for payments to the alien for his services, including a one-person coupon allotment if the attendant is furnished the majority of his meals by the household, will be allowed as provided in Section 63-2264.

If the ineligible alien qualifies as a boarder under Section 63-2102.2, only his board payment to the household less a one-person coupon allotment will count as income to the household. If the household furnishes the ineligible alien meals but not lodging and his payment does not qualify him to be a boarder, the ineligible alien will not be considered a part of the economic unit and his total payment to the household for his meals will be counted as household income. Ineligible aliens furnished meals and lodging but whose payment does not qualify them to be boarders shall be included as part of the economic unit as prescribed in Section 63-2331.2.

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63-2331 INELIGIBLE ALIENS (Continued)

63-2331

.2 Ineligible Aliens as Part of the Economic Unit

When an ineligible alien is an integral part of a household's economic unit, including those furnished meals and lodging but not qualifying as boarders, the income and resources of such households shall be determined in the following manner:

- a. The ineligible alien will be included as any other household member for the purpose of determining the total resources available to the household and which resources may be exempt, unless the household can demonstrate that the resources of such aliens are not available to the rest of the household. However, an ineligible alien will not be included as a household member to determine the resource standard to be used for household eligibility.

EXAMPLE

A household consists of a father and son. The father is a permanent resident alien aged 65; the son has been admitted for a temporary period of time only, for the purpose of employment, and therefore is not eligible for program benefits. The father has a car and \$1,000 in the bank; the son owns a motorcycle which he uses on his job. For the purposes of determining the father's eligibility for food stamps, the EW would exempt both the car and the motorcycle under Section 63-2254.2. The resource eligibility standard would be that of a one person household or \$1,500. Therefore, the father would be eligible based on resources.

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63-2331 INELIGIBLE ALIENS (Continued)

63-2331

- b. The total gross income of an ineligible alien less the value of a one-person coupon allotment will be counted as available to the household unless the household can demonstrate otherwise. The ineligible alien will be treated as a household member for the purpose of determining all income exclusions and deductions; but shall not be included in the household size for determining the income eligibility standard for the household or its basis of issuance.

EXAMPLE

Using the same father/son household, the son earns \$150 per month from his job. The income considered available to the father will be \$104 (\$150 - \$46). The \$104 would be added to the gross earnings, if any, of the father before computing the 10 percent deduction for work related expenses. A deduction would also be allowed for all allowable mandatory deductions taken from the son's wages. The remainder is then added to any unearned income and other deductible expenses in Section 63-2264 taken out to determine the father's adjusted monthly income. The income eligibility standard and basis of issuance would be that of a one person household.

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63-2331 INELIGIBLE ALIENS (Continued)

63-2331

.3 Ineligible Aliens as Household Head

When the eligible members of a household are all unemancipated minors and the only adult is an ineligible alien, the ineligible alien may make application as head of the household on behalf of the eligible minors. However, if there is any other eligible adult or emancipated minor in the household, even though they would not normally be considered the household head, that eligible person must take application as the head of household. Ineligible aliens applying as head of household will be responsible for any misrepresentation or fraud committed in the certification of the household.

63-2332 ZERO PURCHASE HOUSEHOLDS

63-2332

Households may be authorized coupons at no cost when the food stamp income places them, considering their household size, in the lowest financial bracket. Households qualify for no purchase requirement as a result of either little or no reported income or high deductible expenses.

.1 Households Reporting No Income

Prior to determining the eligibility of households whose reported income places them at the zero purchase level without consideration of deductible expenses, the EW must, through in-depth interviewing techniques, determine how the household maintains its existence, how long it has managed to exist in this fashion, and the potential period that the household can continue to exist. Such factors as how shelter is provided, how medical needs are met and how the household meets other ongoing needs can provide a solid base upon which the EW can base a final decision. Such questions can also

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63-2332 ZERO PURCHASE HOUSEHOLDS (Continued)

63-2332

reveal the existence of other income not reported on the application. Here too, the existence of resources must be determined, if it appears that the household could not exist at the level of income reported. These households shall be certified for periods not to exceed one month, except for such households whose resources are sufficient to sustain them for a longer period of time. In any event, the certification period shall not exceed three months.

.2 Households with High Deductions

Households whose appropriate deductions result in placing the household at the zero purchase level may not require as much in-depth interviewing concerning their ability to exist as a cohesive functioning household. However, the EW should explore all sources of potential income and resources. In addition, verification of stated deductible items may be revealing. It is possible that amounts used for adjustment may be owed, but are not being paid. Further, intensive interviewing could reveal the existence of sizeable amounts of resources used to supplement income. The EW should determine if the stated household expenses exceed the stated income. When this occurs, additional action is appropriate prior to determining eligibility. Households in this category shall be certified for a period of one month. However, if, after several months, it is determined that such household can continue to exist as a viable functioning economic unit, and circumstances remain stable, the household may be certified for periods not to exceed three months.

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63-2332 ZERO PURCHASE HOUSEHOLDS (Continued)

63-2332

.3 Certification Pending Verification

Households who are eligible at a zero purchase level and who are in immediate need of food assistance, may be certified for up to one month pending verification under procedures in Section 63-2313.

.4 Additional Verification Procedures

In order to reduce error rates and eliminate inequities to zero purchase households, each such household participating at the zero purchase level for three consecutive months must be made the subject of a full field investigation, including a home visit, to substantiate continuing eligibility and participation. The report of the investigation and conclusions derived from that report are to be filed in the household case file.

This requirement is to be an ongoing program, and a new field investigation must be accomplished after each three months of participation; unless, after several months' experience with such household, the certifying agency may, based on factual data, dispense with the field visit if it is determined that the household can sustain itself as a stable viable economic unit for the foreseeable future. The household case file shall be annotated with the information used to make such a determination.

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63-2340 DETERMINING BASIS OF ISSUANCE

63-2340

After eligibility has been established, households will be assigned a purchase requirement and total coupon allotment based on the adjusted net monthly food stamp income.

The food coupon allotment is based on the Agricultural Research Service's estimate of the average cost of the economy food plan for various household sizes. The Food Stamp Act, as amended in 1973, requires an adjustment of the coupon allotment twice a year to reflect changes in the prices of food as published by the Bureau of Labor Statistics. These changes in the coupon allotment also require revisions in the purchase requirements, particularly for households with income in the higher bracket levels. Purchase requirements are based on household size and income level, but in no event will they exceed 30 percent of income. See Section 63-3200 for the basis of issuance tables.

63-2341 FREQUENCY OF ISSUANCE

63-2341

At the time of certification, the household shall be offered a choice of monthly or semimonthly issuance. Quarter-monthly issuance may be offered at the county's option. It is generally to the advantage of the household to have the frequency of coupon issuance geared to the frequency of their receipt of income because they will normally want to plan their purchases of coupons to coincide with their receipt of income. The EW should discuss this with the household so that the household understands it is free to choose any frequency of issuance that it wants. At the same time, the variable purchase options should be explained. Households eligible for public assistance withholding (PAW) should be given the opportunity to

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63-2341 FREQUENCY OF ISSUANCE

63-2341

elect this method of issuance when such issuance is available in that county; however, the EW should explain to the household that the variable purchase options are not available if PAW is selected. The EWs should be familiar enough with issuance operations to answer any questions the household may have about when, where, and how to purchase coupons.

63-2342 IDENTIFICATION CARD

63-2342

Each household certified as eligible to participate in the program will be issued an identification (ID) card. This card will be signed by the head of the household or spouse and the authorized representative, if any has been named for the purchase of coupons.

.1 Use of Photographic ID

Photographic ID cards may be used at county option with DBP approval when it is found that they are an aid to more effective program administration. However, the burden is on the county to provide the means available to enable all heads of households and authorized representatives to be photographed and obtain their photo ID cards in a reasonable period of time.

A photo ID is not a mandatory condition of eligibility. The fact that someone cannot or will not be photographed cannot be used as the sole means to declare the household ineligible.

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63-2342 IDENTIFICATION CARD (Continued)

63-2342

.2 Special ID for Delivered Meal Services

Households in which one or more persons are determined to be eligible to use food stamps in payment for delivered meals (see Section 63-2212.3) and express an intent to do so will be issued an ID card which is conspicuously marked with the letter 'M'. Recipients should be requested to advise the delivered meal service that they plan to use food stamps to purchase delivered meals. Persons who meet the eligibility requirements for delivered meals for only a temporary period, such as while convalescing, will have an expiration date on their ID card.

63-2350 APPLICATION PROCESSING

63-2350

The county agency shall within 30 days from the date of receipt of an application for Food Stamp Program participation, either (1) issue Authorization to Purchase cards or similar county documents or food stamps (in non-ATP counties) to an applicant or applicants determined eligible or (2) notify the applicant or applicants of their ineligibility for Food Stamp Program participation, provided that the applicant cooperates timely in providing all necessary information and verification to determine eligibility. Households should be notified of any intention on the part of the county to deny recertification for participation in the Program prior to the end of the current certification period.

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63-2351 NOTIFICATION OF ELIGIBILITY

63-2351

If the application is approved, the EW shall provide the household written notice of the household's basis of issuance and period of eligibility including the date eligibility expires. The notice shall also advise the household of the right to a fair hearing and shall include a reminder of the household's obligation to report changes in circumstances and of the need to reapply for participation prior to the end of the certification period. Other information which would be useful to the household in taking full advantage of the program may also be included. See Chapter 63-9000 for a sample of mandatory Form DFA-377.

63-2352 NOTIFICATION OF DENIAL

63-2352

If the application is denied, the EW shall provide the household with written notice explaining the basis for the denial and stating the household's right to request a fair hearing. See Chapter 63-9000 for a sample of mandatory Form DFA-377.

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63-2400 ADDITIONAL CERTIFICATION FUNCTIONS

63-2400

63-2401 CHANGES DURING THE CERTIFICATION PERIOD

63-2401

When changes occur within the certification period which affect a household's eligibility or basis of coupon issuance, action must be taken to adjust the household's certification. The responsibility for making such adjustment lies both with the recipient and the county welfare department. The recipient must report certain changes in income and household status; the county welfare department must take timely action to make adjustments in household certifications based on reported changes and for changes which it initiates (see Section 63-2404). Recipient and county welfare department responsibilities are outlined in Sections 63-2402, -2403, -2404.

63-2402 DESK REVIEWS

63-2402

When a household's participation in the program must be adjusted due to changes in income or household circumstances during the certification period, such adjustment may be accomplished through a desk review or a new application may have to be submitted. In determining when a desk review will suffice, the EW should carefully consider the nature of the change. As a rule of thumb, a change that requires an adjustment of the certification period will require a new application. Even though a reported change might not require a change in the certification period, the household may request certification under the new circumstances to avoid another trip to the certification office when the certification period expires. Major changes which might require a change in the certification period include, but are not limited to:

- a. Securing employment, loss of employment or a job change, either within the same company or a totally new job.

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63-2402 DESK REVIEWS (Continued)

63-2402

b. Total loss or gain of any other source of income.

.1 Procedure for Effecting Changes

If after carefully weighing all factors above, a desk review is indicated, the EW will take the following action:

- a. Record the change on the current application and worksheet, how it was reported and when; then initial and date the change.
- b. If the change affects the source of income or if the amount of income has changed more than \$25 per month, verify the change.
- c. If the change would increase the household's purchase requirement, would reduce the household's total coupon allotment, or would result in the household's being declared ineligible, send a notice of adverse action in accordance with Section 63-2405.

63-2403 RECIPIENT RESPONSIBILITIES

63-2403

Recipients are responsible for reporting the following changes:

- a. Changes in household circumstances required to be reported on the application, such as, but not limited to changes in household composition, a new address, acquisition of new resources such as a lump-sum payment, changes in work registration status.
- b. Changes in total monthly deductible expenses of more than \$25.
- c. Changes in gross monthly income of more than \$25.

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63-2403 RECIPIENT RESPONSIBILITIES (Continued)

63-2403

These changes must be reported within ten calendar days of the date the change becomes known to the household. The ten-day reporting period will begin the day the change becomes known. The change may be reported by telephone, by personal contact, or by mail, and may be reported by a household member, the authorized representative, or any person having knowledge of the household's circumstances. When the report is made by mail, it may not reach the county within the ten-day period.

Households will have met the reporting requirement provided the letter is postmarked within the required ten-day period.

EXAMPLE

A household mails notification to the local agency that a change has occurred five days after the change becomes known. Although the letter might not reach the local agency for ten more days, the household has met the reporting requirement.

The EW must advise the applicant at the interview of his responsibilities to report changes within the required time period (see Section 63-2122).

When household members who are PA recipients report changes to the PA EW within the ten-day period, the reporting requirement has been met.

.1 Failure to Report

If coupons are overissued because a household fails to report changes in household circumstances or income as required in Section 63-2403, a claim determination report shall be prepared and household liability assessed in accordance with Section 63-4500.

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63-2403 RECIPIENT RESPONSIBILITIES (Continued)

63-2403

EXAMPLE

The \$25 minimum for reporting changes in income or deductions is not cumulative over the certification period, but is geared to changes in gross monthly income. For instance, a household receives a \$20 raise after the first month of a four-month certification period. Although the increase in the total income which the household will receive over the remainder of the certification period is \$60 (\$20 plus \$20 plus \$20), the monthly increase is still only \$20 and the household is not required to report the change until the next certification. On the other hand, if the household receives a raise of \$20 in the first month of the certification period and then receives an additional \$10 raise in the next month (\$20 plus \$10 equals \$30), the total increase in monthly income exceeds \$25 and must be reported by the household within ten days of the receipt of the \$10 raise.

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63-2404 COUNTY WELFARE DEPARTMENT RESPONSIBILITIES

63-2404

The EW is responsible for ~~taking~~ prompt action to terminate participation or to adjust benefits when changes in household circumstances or income are reported by recipient households or otherwise become known to the county welfare department, including changes initiated by DBP or the county welfare department (see Section 63-2404.3). The EW must act on all recipient reported changes within the following limits:

.1 Reduction or Termination of Benefits

When the reported change requires a reduction or termination of benefits, the EW shall issue a notice of adverse action (see Section 63-2405) within ten calendar days, beginning the date notification of the change is received. The change shall then become effective as of the first issuance period after the expiration of the advance notice period, unless benefits are to be continued in accordance with Section 63-2407.

.2 Other Changes Affecting Household Participation

When any other reported change does not require reduction or termination of benefits or when the household waives notice of adverse action (see Section 63-2406.3), the EW shall make the change effective for not later than the first issuance period following ten days from the date notification of the change was received.

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63-2404 COUNTY WELFARE DEPARTMENT RESPONSIBILITIES (Continued)

63-2404

.3 Department of Benefit Payments or County Welfare Department

There are certain changes which are initiated by the Department of Benefit Payments or by the county welfare department and over which the household has no control. Such changes are generally initiated as a result of a change in a State or Federal law or Federal regulation and include, but are not limited to:

- a. Mass changes in the amount of federally aided public assistance or general assistance payments;
- b. Changes in State or county standard deductions, such as, the standard utility allowance, if any;
- c. Changes in Federal standards, such as, semiannual coupon allotment adjustments which affect boarder or ineligible alien income computations, boarder definition, attendant deduction; etc.

When such changes occur, the county welfare department shall be solely responsible for making the appropriate adjustments in the household's food stamp eligibility. The household is not required to report these changes as, in the case of changes to standards, they represent no real change in actual household circumstances or, in the case of PA or GA changes, the county welfare department has full prior knowledge of the change. However, the household will continue to be responsible for reporting any changes where the county welfare department does not have full prior knowledge, such as increases in Social Security or SSI/SSP payments.

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63-2404 COUNTY WELFARE DEPARTMENT RESPONSIBILITIES (Continued)

63-2404

As these changes are generally known to the department well in advance of their effective date, the county welfare department shall make the necessary food stamp adjustments effective as of the effective date of the change. For instance, counties electing to use a utility standard should carefully plan their annual reviews of such standards in a manner which will permit the orderly adjustment of all casefiles where the standard was used by the effective date required for any revision to the standard. In most instances, changes initiated by the Department of Benefit Payments will constitute a mass change for which no individual notice of adverse action is required (see Sections 63-2406.1, 63-2406.2).

.4 Failure to Take Prompt Action

If the EW cannot comply with the requirements of Sections 63-2404.1, 63-2404.2, or 63-2404.3 above, and if coupons are overissued because of such failure, a claim determination report will be filed for agency error. Household liability will be assessed in accordance with recipient claim procedures (see Section 63-4500). If the household was overcharged for its coupon allotment or lost program benefits because of EW failure to process the change on a timely basis, a refund will be provided or credit given, as appropriate, to such household in accordance with Section 63-4210 and 63-4300.

.5 PA Unit Coordination

The county welfare department shall establish procedures and controls to insure that communication is maintained between the PA unit and the food stamp and issuance units to assure that timely action as required in Sections 63-2404.1, 63-2404.2 and 63-2404.3 is taken on changes reported by or affecting PA recipients.

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63-2405 NOTICE OF ADVERSE ACTION

63-2405

Prior to any action to reduce or terminate a household's program benefits within the certification period, the EW shall, except as specified in Section 63-2406, provide the household ten days advance notice before such action is taken. This requirement does not apply to actions taken as a result of normal expiration of certification periods. The notice shall explain the reasons for the proposed action, the household's right to request a hearing, and the circumstances under which program participation is continued if a hearing is requested. (see Section 63-2407). If the household requests a hearing, the EW should explain the continuation of benefits is strictly at the household's option and should the household elect to have its benefits continued, demand will be made for the value of any coupons overissued prior to or during the period such benefits are continued.

63-2406 CHANGES NOT REQUIRING ADVANCE NOTICE

63-2406

Individual notices of adverse action are not required under the following circumstances:

.1 Mass Change

Individual notice of adverse action is not required when mass changes in program benefits are required for certain classes of households because of changes required by Federal or State law or Federal regulations affecting the basis of issuance tables, income standards or other eligibility criteria. Examples of such changes include changes in the maximum income limitations or basis of issuance tables, and changes in Social Security benefits, SSI/SSP payments, or PA grants.

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63-2406 CHANGES NOT REQUIRING ADVANCE NOTICE (Continued)

63-2406

.2 Notification for Mass Changes

Although individual notice of adverse action is not required under Section 63-2406.1, the county welfare department must publicize the possibility of an impending mass change in food stamp benefits for the affected class of recipients. Such notice may take the form of announcements made through the various news media or can be accomplished through a general notice mailed out with ATP cards or mailed separately, or with notices displayed in the food stamp and welfare offices and various issuance locations.

.3 Waiver by the Household

Advance notice may be waived when the head of the household, spouse, or his authorized representative provides the county welfare department with a written statement that food stamps are no longer desired or supplies information that requires a reduction or termination of benefits. The DFA 377 will be adopted for use as a waiver. In any event, the head of the household, spouse, or authorized representative must acknowledge in writing that he knows the required action will be taken and that he waives his right to continuation of benefits should a fair hearing be requested at a later date.

.4 Notice of Death

Notice of adverse action is not required when the EW receives notification of the death of a one person household. Such notification may reach the department through a death notice seen in the newspaper, from contacts by friends or relatives of the deceased, or by contact from other social welfare agencies or charitable organizations.

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.5 Move from County

Notice of adverse action is not required when the EW receives notification that the household has moved from the county. Neither ATP's nor food coupons may be mailed to a household which has moved out of county.

.6 SSI/SSP Recipients

Notice of adverse action is not required when the EW receives notification that a food stamp recipient has applied for and has been determined eligible for SSI/SSP (see Section 63-2323).

63-2407 CONTINUATION OF BENEFITS**63-2407**

If a household requests a hearing and continuation of benefits during the advance notice period, participation shall be continued on the basis authorized prior to the notice of adverse action. If a household establishes that its failure to request a hearing and continuation of benefits during the advance notice period was for good cause, the county welfare department may provide for reinstatement of benefits on the prior basis. When benefits are reduced or terminated as a result of a mass change without individual notice of adverse action as provided in Section 63-2406.1, the county welfare department shall, upon request of the household, reinstate benefits if the issue being appealed is that eligibility or benefits were improperly computed. Any benefits continued or reinstated above, shall be based on the basis of issuance table currently in effect. In no instance shall benefits be continued based on obsolete issuance tables. Once continued or reinstated, benefits will continue at these levels until there is a ruling by the hearing official or other change in household circumstances.

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63-2407 CONTINUATION OF BENEFITS

63-2407

.1 Effective Date

If a hearing request is not made within the advance notice period, benefits will be reduced or terminated as provided in Section 63-2404.1.

63-2410 EXPIRATION OF THE CERTIFICATION PERIOD

63-2410

Upon expiration of the certification period household eligibility is terminated. Further entitlement to food stamps cannot be established without application by the household, an interview, verification, and subsequent certification of household eligibility by the county welfare department.

63-2411 RECIPIENT RESPONSIBILITIES

63-2411

Households are responsible for making timely application for participation in the program after the initial period of certification. Households will receive at each time of certification written notification of when the certification period will expire. To prevent any lapse in benefits due to the expiration of the certification period, the household should make timely application and cooperate with EW requests for additional information or verification necessary for processing the application, prior to the end of its current certification period.

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63-2412 COUNTY WELFARE DEPARTMENT RESPONSIBILITIES

63-2412

When households make timely application for participation subsequent to the initial period of certification, the EW must complete household certification or provide the household with a notice of denial prior to the expiration of the current certification period.

.1 Notification of Expiration

Households shall be provided written notice of the length of the certification period at the time of certification (see Section 63-2351). In addition the county welfare department may provide for an additional notice to recipient households advising them that the certification period is about to expire and that a new application is necessary to establish further entitlement. An additional notice of expiration is especially encouraged for households which are assigned certification periods of six months or longer.

.2 Notice of Denial

The EW shall provide written notice to households denied further participation upon application subsequent to the initial application (see Section 63-2352).

.3 Notice of Certification

If the application is approved, the EW shall provide the household written notification in accordance with Section 63-2351, including the date the household's new certification period will expire.

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63-2413 VERIFICATION

63-2413

Verification of income is not required if the household makes application during or within 30 days of the expiration of the current certification period provided income is consistent with that verified on the previous application. If the amount of income has changed more than \$25 or the source of income has changed, verification of income will be required. Other verification requirements are not affected.

63-2420 60-DAY CONTINUATION OF CERTIFICATION

63-2420

The certification of a household which moves from one county to another whether within or between states, will, under certain circumstances, remain valid for a period of 60 days after the date of its move without regard to changes in income or resources. The continuation period permits uninterrupted participation in the program and prevents a possible loss of benefits prior to certification at the new location. This provision was incorporated into the Food Stamp Act to assist those households, who, for occupational reasons, move frequently from one location to another. However, it is also available to any participating household moving from one county to another as long as the household meets the criteria established in Section 63-2422. The EW should acquaint applicants and recipients with this provision and make clear their right to choose between this procedure and certification under normal procedures upon arrival in the new county.

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63-2421 CERTIFICATION OF HOUSEHOLD TRANSFER

63-2421

Form FNS-286, Certification of Household Transfer, is the document used to continue a household's certification from one county to another. Since the form is an extension of certification, the revised Form FNS-286 will provide the household's size and adjusted monthly income and the time period for which eligibility is continued. The county welfare department may therefore determine the household's proper coupon entitlement in the event that a household's move occurs during a change in the basis of issuance tables or moves to a state which has different basis of issuance, e.g., Alaska. In addition, certification is continued when a household moves from a state where the income exclusion scale is higher than the national standard. Until the revised form is printed and distributed, the county welfare department will continue to use the present form, although some modification in procedures will be required. (See Chapter 63-9000 for example of Form FNS-286.)

63-2422 RESPONSIBILITIES OF LOSING COUNTIES

63-2422

Upon notification by a household of its intent to move to another county the EW will take action as follows:

.1 Determine Eligibility

Determine if the household will be eligible to retain its certification for 60 days after the move has taken place. To determine continued eligibility, the EW will ask the household if all household members are moving with him. If the answer is yes, and the household is certified as eligible on the anticipated date of departure, the household will be considered eligible to retain its certification. Households will not be eligible if the current certification is under

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(Pursuant to Government Code Section 11380.1)

63-2422 RESPONSIBILITIES OF LOSING COUNTIES. (Continued).

63-2422

disaster eligibility standards (63-7000), the preliminary certification provisions of Section 63-2313, or a 60-day continuation (except for the balance of such period as provided in Section 63-2424).

.2 Determine Coupon Entitlement

If the household has received its full coupon entitlement for the month in which the move takes place, the EW will authorize the full coupon entitlement for the two subsequent months. If the household has not purchased the entire allotment for the month in which the move takes place and the household wishes to participate in the gaining county in that month, any unused issuance authorization documents must be surrendered prior to completing the Form FNS-286. The EW will then authorize a coupon entitlement (as represented by the unused issued documents surrendered) for the month of the move, in addition to the full coupon entitlement for the two subsequent months.

.3 Recipient Moves - Notification to County Delayed

When a recipient moves out of county before notifying the original county of the move, the transfer procedure cannot be implemented. Under such circumstances, the household must apply for program participation in the new county.

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63-2422 RESPONSIBILITIES OF LOSING COUNTIES (Continued)

63-2422

.4 Complete Form FNS-286

Until revised Forms FNS-286 are available, the EW will complete the transfer document according to the instructions provided in Chapter 63-9000 with the following modifications:

- a. In Item 3, enter the household's adjusted monthly income in parentheses after the date of the household's departure from the county.
- b. In Item 3, the continued certification will expire on the last day of the second month after the month in which the move occurs.
- c. In Item 4, cross out the block marked "Purchase Requirement."
- d. In Item 4, in the block marked "Coupon Allotment," cross out the first block if the household has already received its monthly coupon allotment in the month of the move. If not, enter the household's remaining coupon entitlement, either "Full," "1/2," etc., as determined by the value of unused issuance documents surrendered prior to the issuance of the Form FNS-286. For the two months following the month in which the household moves, enter "Full."

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(Pursuant to Government Code Section 11380.1)

63-2422 RESPONSIBILITIES OF LOSING COUNTIES (Continued)

63-2422

.5 Distribution of Copies

The original of Form FNS-286 is given to the household with instructions that the form must be delivered to a food stamp certification office in the new county if the household wishes to continue its certification.

The EW shall then:

- a. Retain a copy of Form FNS-286 for the household's case file.
- b. Record on a separate log the serial number of the Form FNS-286, the name of the head of the household, the period of continued eligibility, the household size, and adjusted monthly income.

63-2423 RESPONSIBILITIES OF GAINING COUNTIES

63-2423

When the household presents a Form FNS-286 to the food stamp office in the new county, the EW will establish the following factors of eligibility:

.1 Form Validity

The form has not been altered and the 60-day eligibility period has not expired.

.2 Residence

The household is living in the county and does not reside in a boarding house or institution.

.3 Household Membership

Household membership has not changed.

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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

63-2423 RESPONSIBILITIES OF GAINING COUNTIES (Continued)

63-2423

.4 Cooking Facilities

Cooking facilities are available (except as provided in Section 63-2211).

.5 Verification

If information provided by the household regarding any of the items above is questionable, such information must be verified before coupons are issued to the household.

.6 Issuance of Coupons

Upon satisfaction that the household meets the required criteria, the EW will:

- a. Issue the household an identification card.
- b. Notify the issuance unit to authorize a coupon allotment and purchase requirement based on the adjusted monthly income and household size reported on the Form FNS-286.
- c. File the form and a copy of the notification sent to the issuance office in the household's case file.
- d. Record on a separate log the serial number on the form, the name of the head of the household, and the disposition of the case.

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CONTINUATION SHEET
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63-2423 RESPONSIBILITIES OF GAINING COUNTIES (Continued)

63-2423

- e. Notify the originating office in the losing county in writing when the form has been received. The address and telephone number of the originating office should appear on the form. A copy of the notification sent to the issuance office would be sufficient. However, the notification must contain the serial number of Form FNS-286 and the household size and adjusted monthly income for identification purposes.

63-2424 MOVES WITHIN CONTINUED CERTIFICATION

63-2424

If the household intends to move again during the same 60-day period before using its entire authorization, the EW will complete a new Form FNS-286 for the household. The new form will indicate the remaining coupon entitlement the household is entitled to purchase in the gaining county and will have the same expiration date as the original form.

63-2425 EXPIRATION OF CONTINUED CERTIFICATION

63-2425

At the expiration of the 60-day continuation of certification, the household must be certified under normal procedures before any further entitlement to food stamps can be established. The household shall not be eligible for an additional 60-day continuation of certification unless certification under normal procedures has occurred, the household is certified as eligible on the day it moves, and meets all the other criteria in Section 63-2422. Households may request certification at any time during the 60-day period; however, the remaining portion of the period is forfeited by such certification.

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(Pursuant to Government Code Section 11380.1)

63-2426 SECURITY AND CONTROL OF FORM FNS-286

63-2426

County welfare departments and local certification offices are required to take all precautions necessary to prevent or detect unauthorized use of Forms FNS-286 and shall safeguard these forms from theft, embezzlement, loss, damage, or destruction.

.1 Receipt of Forms

Forms FNS-286 that are sent from FNS will be mailed by Certified Mail--Return Receipt Requested. The serial numbers of the forms being sent will be indicated on the address label. Upon receipt of the forms, the county welfare department is responsible for checking by serial number to assure that all forms have been received. Any forms that are missing must be noted on the return receipt and reported to FNS-Western Region Office.

.2 County Welfare Department Responsibilities

The county welfare department shall:

- a. Distribute Forms FNS-286 to the local certification offices.
- b. Maintain an inventory control record of Forms FNS-286 by serial number, and a record of the serial numbers sent to individual offices.
- c. Keep the supply of undistributed Forms FNS-286 in secure storage and limit access to authorized personnel.
- d. Make a physical inventory once a year.
- e. Report forged, stolen, or counterfeit forms to FNS-Western Region Office.

.3 Local Certification Office Responsibilities

The local certification office shall:

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-2426

SECURITY AND CONTROL OF FORM FNS-286 (Continued)

63-2426

- a. Upon receipt of Forms FNS-286, record the serial numbers of the forms and insert the address and telephone number of the certification office on the forms. This is to assure that redeemed transfer forms are returned to the appropriate office for accountability purposes.
- b. Keep the supply of unissued Forms FNS-286 in secure storage.
- c. Limit access of these forms to authorized personnel only.
- d. Maintain an inventory control record for issuing Forms FNS-286 to other office personnel. At a minimum, such an inventory control record shall provide for:
- (1) The assignment of a specific individual or a limited number of individuals to maintain the inventory control record. Offices responsible for the bulk supply of Forms FNS-286 shall limit this responsibility to a single person whenever possible.
 - (2) A record by serial number of all Forms FNS-286 and the date withdrawn from, or placed in, inventory.
 - (3) The initials of the person receiving the Forms FNS-286 as a record of receipt.
 - (4) The retention of inventory control records for audit purposes.
- e. Make a physical inventory at least once a year.

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(Pursuant to Government Code Section 11380.1)

63-2426 SECURITY AND CONTROL OF FORM FNS-286 (Continued)

63-2426

- f. Record the date of notification and the identity of the redeeming county in the log when the originating county receives notification that a Form FNS-286 has been redeemed. Notify DBP immediately if the information supplied by the redeeming office is contradictory to information originally recorded in the log or if the original county did not issue the form. DBP shall then notify FNS-Western Region Office.
- g. Notify the Department of Benefit Payments immediately if counterfeit or stolen forms are discovered or if a theft occurs. DBP shall then notify FNS-Western Region Office.

63-2427 REPORTING REQUIREMENT

63-2427

County welfare departments shall report on a semiannual basis to the Department of Benefit Payments on the number of Forms FNS-286 issued to recipients and the number redeemed from counties. The report for the six months from January through June shall be submitted on or before August 15; the report for July through December shall be submitted on or before February 15.

63-2430 NONUSE OF ATP CARDS

63-2430

In those counties where a machine issuance system is in use, the county welfare department will stop issuing ATP cards when a household has failed to purchase coupons for three consecutive months. As eligibility is not terminated, notice of adverse action is not required in such cases. The household may request to be issued ATP cards anytime during the remainder of the certification period.

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(Pursuant to Government Code Section 11380.1)

63-2500 FAIR HEARINGS

63-2500

The Department of Benefit Payments provides any household, aggrieved by any action of the county welfare department or its issuance agencies in its administration of the program which affects the participation of the household in the program, with a fair hearing.

63-2501 FAIR HEARING PROCEDURE

63-2501

Fair hearing procedures shall be in accordance with EAS Manual, Division 22.

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(Pursuant to Government Code Section 11380.1)

CHAPTER 63-3000 COUPON ISSUANCE

63-3100 DETERMINING PURCHASE REQUIREMENTS

63-3100

Food Stamps are issued to the eligible household based on USDA tables establishing the purchase requirement and the total monthly allotment of stamps according to the households adjusted net income and size. These tables provide for monthly purchase, equal semimonthly purchases, three quarter and quarter-monthly purchases. Households (excepting those on public assistance withholding), may elect to purchase all, 3/4, 1/2, or 1/4 or their full monthly coupon allotment. Otherwise no deviation from the figures in these tables is permitted.

As purchase requirements are based on Adjusted Net Income and the number of persons in the household, these two factors are shown in the appropriate Tables of Coupon Issuance (Section 63-3200). The total value of stamps, the bonus values and purchase requirements are found only in these tables.

A Preliminary and Adjusted Net Income must be computed using the State's Certification Worksheet Form DFA-285.2 or a state approved county equivalent. For Assistance Households, the data required to compute adjusted net income is usually lifted directly from the public assistance budget sheet or other documents in the case record. The total of all gross income, including public assistance grants, is shown, and income exclusions plus mandatory deductions are subtracted to arrive at Preliminary Net Income. Excess shelter cost and other allowable deductions are then totaled and subtracted from the preliminary income to arrive at the Adjusted Net Income on which the purchase requirement is determined in relation to the size of the household. (See Chapter 63-2000.)

63-3110 PURCHASE OF STAMPS FROM COUNTY FUNDS FOR EMERGENCY RELIEF

63-3110

Inherent in the objective of the Food Stamp Program is the statutory requirement that bonus stamps shall not be used to reduce grants, or standards on which grants are based.

In California, as a matter of long established practice (W&I Code, Sections 17000 and 17003), there are basically two programs of General Relief, both financed 100 percent from county funds. One is a mandatory General Relief program for those "indigents" meeting the legal residence and the policy requirements of unemployability and other factors. For this group, the Food Stamp policy requires that the officially adopted county General Relief budget and grant be made without reference to availability of food stamps. The GR grant is then used like any other source of income, to determine the food stamp purchase requirement.

The other "program" is called a variety of things but is essentially a permissive "Emergency Relief" program for a limited number of emergency cases which do not meet residence and/or employability criteria set forth in the W&I Code for General Relief cases. This "no income borderline" group may now be certified for Food Stamps at no purchase cost. Counties are not, however, to use the free Food Stamps to replace or reduce any General Relief assistance for such persons.

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FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

63-3200 TABLES OF COUPON ISSUANCE

63-3200

State of California
 Health and Welfare Agency

Department of Benefit Payments
 July 1, 1974
 Table 1

FOOD STAMP PROGRAM
MONTHLY

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	1		2		3		4		5	
Coupon Allotment	\$46		\$82		\$118		\$150		\$178	
Adjusted Monthly Net Income	Monthly		Monthly		Monthly		Monthly		Monthly	
	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus
\$ 0- 19.99	\$ 0	\$46	\$ 0	\$82	\$ 0	\$118	\$ 0	\$150	\$ 0	\$178
20- 29.99	1	45	1	81	0	118	0	150	0	178
30- 39.99	4	42	4	78	4	114	4	146	5	173
40- 49.99	6	40	7	75	7	111	7	143	8	170
50- 59.99	8	38	10	72	10	108	10	140	11	167
60- 69.99	10	36	12	70	13	105	13	137	14	164
70- 79.99	12	34	15	67	16	102	16	134	17	161
80- 89.99	14	32	18	64	19	99	19	131	20	158
90- 99.99	16	30	21	61	21	97	22	128	23	155
100-109.99	18	28	23	59	24	94	25	125	26	152
110-119.99	21	25	26	56	27	91	28	122	29	149
120-129.99	24	22	29	53	30	88	31	119	33	145
130-139.99	27	19	32	50	33	85	34	116	36	142
140-149.99	30	16	35	47	36	82	37	113	39	139
150-169.99	33	13	38	44	40	78	41	109	42	136
170-189.99	36	10	44	38	46	72	47	103	48	130
190-209.99	36	10	50	32	52	66	53	97	54	124
210-229.99	1/		56	26	58	60	59	91	60	118
230-249.99			62	20	64	54	65	85	66	112
250-269.99			1/		70	48	71	79	72	106
270-289.99					76	42	77	73	78	100
290-309.99					82	36	83	67	84	94
310-329.99					88	30	89	61	90	88
330-359.99					94	24	95	55	96	82
360-389.99					100	18	104	46	105	73
390-419.99					1/		113	37	114	64
420-449.99							122	28	123	55
450-479.99							126	24	132	46
480-509.99							126	24	141	37
510-539.99							1/		150	28
540-569.99									150	28
570 and up									150	28
									1/	

1/ For any eligible household with higher adjusted monthly net income use maximum purchase requirement listed.

Pure Nonassistance and Mixed Nonassistance Households Only										
Maximum Allowable Adjusted Monthly Net Income										
Household Size	1	2	3	4	5	6	7	8	9	10*
Adjusted Monthly Net Income	\$194	273	393	500	593	680	767	853	926	999

*For Each Additional Person in Excess of 10 Add \$73

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(Pursuant to Government Code Section 11380.1)

63-3200 TABLES OF COUPON ISSUANCE (Continued)

63-3200

State of California
Health and Welfare Agency

Department of Benefit Payments
July 1, 1974
Table 1

FOOD STAMP PROGRAM
MONTHLY

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	6		7		8		9		10	
Coupon Allotment	\$204		\$230		\$256		\$278		\$300 2/	
Adjusted Monthly Net Income	Monthly		Monthly		Monthly		Monthly		Monthly 3/	
	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus
\$ 0- 19.99	\$ 0	\$204	\$ 0	\$230	\$ 0	\$256	\$ 0	\$278	\$ 0	\$300
20- 29.99	0	204	0	230	0	256	0	278	0	300
30- 39.99	5	199	5	225	5	251	5	273	5	295
40- 49.99	8	186	8	222	8	248	8	270	8	292
50- 59.99	11	193	12	218	12	244	12	266	12	288
60- 69.99	14	190	15	215	16	240	16	262	16	284
70- 79.99	17	187	18	212	19	237	19	259	19	281
80- 89.99	21	183	21	209	22	234	22	256	22	278
90- 99.99	24	180	25	205	26	230	26	252	26	274
100-109.99	27	177	28	202	29	227	29	249	29	271
110-119.99	31	173	32	198	33	223	33	245	33	267
120-129.99	34	170	35	195	36	220	36	242	36	264
130-139.99	37	167	38	192	39	217	39	239	39	261
140-149.99	40	164	41	189	42	214	42	236	42	258
150-169.99	43	161	44	186	45	211	45	233	45	255
170-189.99	49	155	50	180	51	205	51	227	51	249
190-209.99	55	149	56	174	57	199	57	221	57	243
210-229.99	61	143	62	168	63	193	63	215	63	237
230-249.99	67	137	68	162	69	187	69	209	69	231
250-269.99	73	131	74	156	75	181	75	203	75	225
270-289.99	79	125	80	150	81	175	81	197	81	219
290-309.99	85	119	86	144	87	169	87	191	87	213
310-329.99	91	113	92	138	93	163	93	185	93	207
330-359.99	97	107	98	132	99	157	99	179	99	201
360-389.99	106	98	107	123	108	148	108	170	108	192
390-419.99	115	89	116	114	117	139	117	161	117	183
420-449.99	124	80	125	105	126	130	126	152	126	174
450-479.99	133	71	134	96	135	121	135	143	135	165
480-509.99	142	62	143	87	144	112	144	134	144	156
510-539.99	151	53	152	78	153	103	153	125	153	147
540-569.99	160	44	161	69	162	94	162	116	162	138
570-599.99	169	35	170	60	171	85	171	107	171	129
600-629.99	172	32	179	51	180	76	180	98	180	120
630-659.99	172	32	188	42	189	67	189	89	189	111
660-689.99	172	32	194	36	198	58	198	80	198	102
690-719.99	1/		194	36	207	49	207	71	207	93
720-749.99			194	36	216	40	216	62	216	84
750-779.99			194	36	216	40	225	53	225	75
780-809.99					216	40	234	44	234	66
810-839.99					216	40	1/		243	57
840-869.99					216	40			252	48
870-899.99					1/				1/	

- 1/ For any eligible household with higher adjusted monthly net income use maximum purchase requirement listed.
 2/ Monthly allotments for households in excess of 10 persons add \$22 to the monthly coupon allotment for a 10 person household.
 3/ Purchase requirements for households in excess of 10 persons: a) With adjusted monthly net income of \$869.99, or less, use the 10-person household purchase requirement. b) With adjusted monthly net income of \$870 or more use the following: For each \$30 of adjusted monthly net income (or portion thereof) over \$869.99, add \$9 to the purchase requirement for a 10-person household with an adjusted monthly net income of \$869.99. In no event may this amount exceed the following maximum purchase requirements: \$270 for 11 persons, \$288 for 12 persons, \$306 for 13 persons, etc., adding \$18 for each additional person over 13.

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(Pursuant to Government Code Section 11380.1)

63-3200 TABLES OF COUPON ISSUANCE (Continued)

63-3200

State of California
Health and Welfare Agency

Department of Benefit Payments
July 1, 1974
Table 2

FOOD STAMP PROGRAM
THREE QUARTER-MONTHLY
COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	1		2		3		4		5	
Coupon Allotment	\$35		\$62		\$89		\$113		\$134	
Adjusted Monthly Net Income	Three Quarter-Monthly		Three Quarter-Monthly		Three Quarter-Monthly		Three Quarter-Monthly		Three Quarter-Monthly	
	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus
\$ 0- 19.99	\$ 0.00	\$35.00	\$ 0.00	\$62.00	\$ 0.00	\$89.00	\$ 0.00	\$113.00	\$ 0.00	\$134.00
20- 29.99	0.75	34.25	0.75	61.25	0.00	89.00	0.00	113.00	0.00	134.00
30- 39.99	3.00	32.00	3.00	59.00	3.00	86.00	3.00	110.00	3.75	130.25
40- 49.99	4.50	30.50	5.25	56.75	5.25	83.75	5.25	107.75	6.00	128.00
50- 59.99	6.00	29.00	7.50	54.50	7.50	81.50	7.50	105.50	8.25	125.75
60- 69.99	7.50	27.50	9.00	53.00	9.75	79.25	9.75	103.25	10.50	123.50
70- 79.99	9.00	26.00	11.25	50.75	12.00	77.00	12.00	101.00	12.75	121.25
80- 89.99	10.50	24.50	13.50	48.50	14.25	74.75	14.25	98.75	15.00	119.00
90- 99.99	12.00	23.00	15.75	46.25	15.75	73.25	16.50	96.50	17.25	116.75
100-109.99	13.50	21.50	17.25	44.75	18.00	71.00	18.75	94.25	19.50	114.50
110-119.99	15.75	19.25	19.50	42.50	20.25	68.75	21.00	92.00	21.75	112.25
120-129.99	18.00	17.00	21.75	40.25	22.50	66.50	23.25	89.75	24.75	109.25
130-139.99	20.25	14.75	24.00	38.00	24.75	64.25	25.50	87.50	27.00	107.00
140-149.99	22.50	12.50	26.25	35.75	27.00	62.00	27.75	85.25	29.25	104.75
150-169.99	24.75	10.25	28.50	33.50	30.00	59.00	30.75	82.25	31.50	102.50
170-189.99	27.00	8.00	33.00	29.00	34.50	54.50	35.25	77.75	36.00	98.00
190-209.99	1/		37.50	24.50	39.00	50.00	39.75	73.25	40.50	93.50
210-229.99			42.00	20.00	43.50	45.50	44.25	68.75	45.00	89.00
230-249.99			46.50	15.50	48.00	41.00	48.75	64.25	49.50	84.50
250-269.99			1/		52.50	36.50	53.25	59.75	54.00	80.00
270-289.99					57.00	32.00	57.75	55.25	58.50	75.50
290-309.99					61.50	27.50	62.25	50.75	63.00	71.00
310-329.99					66.00	23.00	66.75	46.25	67.50	66.50
330-359.99					70.50	18.50	71.25	41.75	72.00	62.00
360-389.99					75.00	14.00	78.00	35.00	78.75	55.25
390-419.99					1/		84.75	28.25	85.50	48.50
420-449.99							91.50	21.50	92.25	41.75
450-479.99							94.50	18.50	99.00	35.00
480-509.99									105.75	28.25
									112.50	21.50
									1/	

1/ For any eligible household with higher adjusted monthly net income use maximum purchase requirement listed.

Pure Nonassistance and Mixed Nonassistance Households Only										
Maximum Allowable Adjusted Monthly Net Income										
Household Size	1	2	3	4	5	6	7	8	9	10+
Adjusted Monthly Net Income	\$194	273	393	500	593	680	767	853	926	999

*For Each Additional Person In Excess of 10 Add \$73.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-3200 TABLES OF COUPON ISSUANCE (Continued)

63-3200

State of California
Health and Welfare Agency

Department of Benefit Payments

July 1, 1974

Table 2

FOOD STAMP PROGRAM

THREE QUARTER-MONTHLY

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	6		7		8		9		10	
Coupon Allotment	\$153		\$173		\$192		\$209		\$225	
Adjusted Monthly	Three Quarter-Monthly		Three Quarter-Monthly		Three Quarter-Monthly		Three Quarter-Monthly		Three Quarter-Monthly	
	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus
\$ 0-19.99	\$ 0.00	\$153.00	\$ 0.00	\$173.00	\$ 0.00	\$192.00	\$ 0.00	\$209.00	\$ 0.00	\$225.00
20-29.99	0.00	153.00	0.00	173.00	0.00	192.00	0.00	209.00	0.00	225.00
30-39.99	3.75	149.25	3.75	169.25	3.75	188.25	3.75	205.25	3.75	221.25
40-49.99	6.00	147.00	6.00	167.00	6.00	186.00	6.00	203.00	6.00	219.00
50-59.99	8.25	144.75	9.00	164.00	9.00	183.00	9.00	200.00	9.00	216.00
60-69.99	10.50	142.50	11.25	161.75	12.00	180.00	12.00	197.00	12.00	213.00
70-79.99	12.75	140.25	13.50	159.50	14.25	177.75	14.25	194.75	14.25	210.75
80-89.99	15.75	137.25	15.75	157.25	16.50	175.50	16.50	192.50	16.50	208.50
90-99.99	18.00	135.00	18.75	154.25	19.50	172.50	19.50	189.50	19.50	205.50
100-109.99	20.25	132.75	21.00	152.00	21.75	170.25	21.75	187.25	21.75	203.25
110-119.99	23.25	129.75	24.00	149.00	24.75	167.25	24.75	184.25	24.75	200.25
120-129.99	25.50	127.50	26.25	146.75	27.00	165.00	27.00	182.00	27.00	198.00
130-139.99	27.75	125.25	28.50	144.50	29.25	162.75	29.25	179.75	29.25	195.75
140-149.99	30.00	123.00	30.75	142.25	31.50	160.50	31.50	177.50	31.50	193.50
150-159.99	32.25	120.75	33.00	140.00	33.75	158.25	33.75	175.25	33.75	191.25
170-189.99	36.75	116.25	37.50	135.50	38.25	153.75	38.25	170.75	38.25	186.75
190-209.99	41.25	111.75	42.00	131.00	42.75	149.25	42.75	166.25	42.75	182.25
210-229.99	45.75	107.25	46.50	126.50	47.25	144.75	47.25	161.75	47.25	177.75
230-249.99	50.25	102.75	51.00	122.00	51.75	140.25	51.75	157.25	51.75	173.25
250-269.99	54.75	98.25	55.50	117.50	56.25	135.75	56.25	152.75	56.25	168.75
270-289.99	59.25	93.75	60.00	113.00	60.75	131.25	60.75	148.25	60.75	164.25
290-309.99	63.75	89.25	64.50	108.50	65.25	126.75	65.25	143.75	65.25	159.75
310-329.99	68.25	84.75	69.00	104.00	69.75	122.25	69.75	139.25	69.75	155.25
330-359.99	72.75	80.25	73.50	99.50	74.25	117.75	74.25	134.75	74.25	150.75
360-389.99	79.50	73.50	80.25	92.75	81.00	111.00	81.00	128.00	81.00	144.00
390-419.99	86.25	66.75	87.00	86.00	87.75	104.25	87.75	121.25	87.75	137.25
420-449.99	93.00	60.00	93.75	79.25	94.50	97.50	94.50	114.50	94.50	130.50
450-479.99	99.75	53.25	100.50	72.50	101.25	90.75	101.25	107.75	101.25	123.25
480-509.99	106.50	46.50	107.25	65.75	108.00	84.00	108.00	101.00	108.00	117.00
510-539.99	113.25	39.75	114.00	59.00	114.75	77.25	114.75	94.25	114.75	110.25
540-569.99	120.00	33.00	120.75	52.25	121.50	70.50	121.50	87.50	121.50	103.50
570-599.99	126.75	26.25	127.50	45.50	128.25	63.75	128.25	80.75	128.25	96.75
600-629.99	129.00	24.00	134.25	38.75	135.00	57.00	135.00	74.00	135.00	90.00
630-659.99	1/		141.00	32.00	141.75	50.25	141.75	67.25	141.75	83.25
660-689.99			145.50	27.50	148.50	43.50	148.50	60.50	148.50	76.50
690-719.99					155.25	36.75	155.25	53.75	155.25	69.75
720-749.99					162.00	30.00	162.00	47.00	162.00	63.00
750-779.99					1/		168.75	40.25	168.75	56.25
780-809.99							175.50	33.50	175.50	49.50
810-839.99							1/		182.25	36.00
840-869.99									189.00	1/

- 1/ For any eligible household with higher adjusted monthly net income use maximum purchase requirement listed.
 2/ Three-quarter monthly allotments households in excess of 10 persons: For each additional person in excess of 10 add \$16.50 to the three-quarter monthly coupon allotment for a 10-person household.
 3/ Purchase requirements for households in excess of 10 persons: a) With adjusted monthly net income of \$869.99 or less, use the 10-person household purchase requirement. b) With adjusted monthly net income of \$880 or more use the following: For each \$30 of adjusted monthly net income (or portion thereof) over \$869.99 add \$6.75 to the purchase requirement for a 10-person household with an adjusted monthly net income of \$869.99. In no event may this amount exceed the following maximum purchase requirements: \$202 for 11 persons, \$216.00 for 12 persons, \$229.50 for 13 persons, etc., adding \$13.50 for each additional person over 13.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-3200 TABLES OF COUPON ISSUANCE (Continued)

63-3200

State of California
 Health and Welfare Agency

Department of Benefit Payments
 July 1, 1974
 Table 3

FOOD STAMP PROGRAM
SEMI-MONTHLY

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	1		2		3		4		5	
Coupon Allotment	\$23		\$41		\$59		\$75		\$89	
Adjusted Monthly Net Income	Semimonthly		Semimonthly		Semimonthly		Semimonthly		Semimonthly	
	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus
\$ 0- 19.99	\$ 0.00	\$23.00	\$ 0.00	\$41.00	\$ 0.00	\$59.00	\$ 0.00	\$75.00	\$ 0.00	\$89.00
20- 29.99	0.50	22.50	0.50	40.50	0.00	59.00	0.00	75.00	0.00	89.00
30- 39.99	2.00	21.00	2.00	39.00	2.00	57.00	2.00	73.00	2.50	86.50
40- 49.99	3.00	20.00	3.50	37.50	3.50	55.50	3.50	71.50	4.00	85.00
50- 59.99	4.00	19.00	5.00	36.00	5.00	54.00	5.00	70.00	5.50	83.50
60- 69.99	5.00	18.00	6.00	35.00	6.50	52.50	6.50	68.50	7.00	82.00
70- 79.99	6.00	17.00	7.50	33.50	8.00	51.00	8.00	67.00	8.50	80.50
80- 89.99	7.00	16.00	9.00	32.00	9.50	49.50	9.50	65.50	10.00	79.00
90- 99.99	8.00	15.00	10.50	30.50	10.50	48.50	11.00	64.00	11.50	77.50
100-109.99	9.00	14.00	11.50	29.50	12.00	47.00	12.50	62.50	13.00	76.00
110-119.99	10.50	12.50	13.00	28.00	13.50	45.50	14.00	61.00	14.50	74.50
120-129.99	12.00	11.00	14.50	26.50	15.00	44.00	15.50	59.50	16.50	72.50
130-139.99	13.50	9.50	16.00	25.00	16.50	42.50	17.00	58.00	18.00	71.00
140-149.99	15.00	8.00	17.50	23.50	18.00	41.00	18.50	56.50	19.50	69.50
150-169.99	16.50	6.50	19.00	22.00	20.00	39.00	20.50	54.50	21.00	68.00
170-189.99	18.00	5.00	22.00	19.00	23.00	36.00	23.50	51.50	24.00	65.00
190-209.99	1/		25.00	16.00	26.00	33.00	26.50	48.50	27.00	62.00
210-229.99			28.00	13.00	29.00	30.00	29.50	45.50	30.00	59.00
230-249.99			31.00	10.00	32.00	27.00	32.50	42.50	33.00	56.00
250-269.99			1/		35.00	24.00	35.50	39.50	36.00	53.00
270-289.99					38.00	21.00	38.50	36.50	39.00	50.00
290-309.99					41.00	18.00	41.50	33.50	42.00	47.00
310-329.99					44.00	15.00	44.50	30.50	45.00	44.00
330-359.99					47.00	12.00	47.50	27.50	48.00	41.00
360-389.99					50.00	9.00	52.00	23.00	52.50	36.50
390-419.99					1/		56.50	18.50	57.00	32.00
420-449.99							61.00	14.00	61.50	27.50
450-479.99							63.00	12.00	66.00	23.00
480-509.99							1/		70.50	18.50
510-539.99									75.00	14.00
									1/	

1/ For any eligible household with higher adjusted monthly net income use maximum purchase requirement listed.

Pure Nonassistance and Mixed Nonassistance Households Only										
Maximum Allowable Adjusted Monthly Net Income										
Household Size	1	2	3	4	5	6	7	8	9	10+
Adjusted Monthly Net Income	\$194	\$273	\$393	\$500	\$593	\$680	\$767	\$853	\$926	\$999

*For Each Additional Person in Excess of 10 Add \$73.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-3200 TABLES OF COUPON ISSUANCE (Continued)

63-3200

State of California
Health and Welfare Agency

Department of Benefit Payments
July 1, 1974
Table 3

FOOD STAMP PROGRAM
SEMIMONTHLY

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	6		7		8		9		10	
Coupon Allotment Adjusted Monthly	\$102		\$115		\$128		\$139		\$150 2/	
	Semimonthly		Semimonthly		Semimonthly		Semimonthly		Semimonthly	
	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus
\$ 0- 19.99	\$ 0.00	\$102.00	\$ 0.00	\$115.00	\$ 0.00	\$128.00	\$ 0.00	\$139.00	\$ 0.00	\$150.00
20- 29.99	0.00	102.00	0.00	115.00	0.00	128.00	0.00	139.00	0.00	150.00
30- 39.99	2.50	99.50	2.50	112.50	2.50	125.50	2.50	136.50	2.50	147.50
40- 49.99	4.00	98.00	4.00	111.00	4.00	124.00	4.00	135.00	4.00	146.00
50- 59.99	5.50	96.50	6.00	109.00	6.00	122.00	6.00	133.00	6.00	144.00
60- 69.99	7.00	95.00	7.50	107.50	8.00	120.00	8.00	131.00	8.00	142.00
70- 79.99	8.50	93.50	9.00	106.00	9.50	118.50	9.50	129.50	9.50	140.50
80- 89.99	10.50	91.50	10.50	104.50	11.00	117.00	11.00	128.00	11.00	139.00
90- 99.99	12.00	90.00	12.50	102.50	13.00	115.00	13.00	126.00	13.00	137.00
100-109.99	13.50	88.50	14.00	101.00	14.50	113.50	14.50	124.50	14.50	135.50
110-119.99	15.50	86.50	16.00	99.00	16.50	111.50	16.50	122.50	16.50	133.50
120-129.99	17.00	85.00	17.50	97.50	18.00	110.00	18.00	121.00	18.00	132.00
130-139.99	18.50	83.50	19.00	96.00	19.50	108.50	19.50	119.50	19.50	130.50
140-149.99	20.00	82.00	20.50	94.50	21.00	107.00	21.00	118.00	21.00	129.00
150-169.99	21.50	80.50	22.00	93.00	22.50	105.50	22.50	116.50	22.50	127.50
170-189.99	24.50	77.50	25.00	90.00	25.50	102.50	25.50	113.50	25.50	124.50
190-209.99	27.50	74.50	28.00	87.00	28.50	99.50	28.50	110.50	28.50	121.50
210-229.99	30.50	71.50	31.00	84.00	31.50	96.50	31.50	107.50	31.50	118.50
230-249.99	33.50	68.50	34.00	81.00	34.50	93.50	34.50	104.50	34.50	115.50
250-269.99	36.50	65.50	37.00	78.00	37.50	90.50	37.50	101.50	37.50	112.50
270-289.99	39.50	62.50	40.00	75.00	40.50	87.50	40.50	98.50	40.50	109.50
290-309.99	42.50	59.50	43.00	72.00	43.50	84.50	43.50	95.50	43.50	106.50
310-329.99	45.50	56.50	46.00	69.00	46.50	81.50	46.50	92.50	46.50	103.50
330-359.99	48.50	53.50	49.00	66.00	49.50	78.50	49.50	89.50	49.50	100.50
360-389.99	53.00	49.00	53.50	61.50	54.00	74.00	54.00	85.00	54.00	96.00
390-419.99	57.50	44.50	58.00	57.00	58.50	69.50	58.50	80.50	58.50	91.50
420-449.99	62.00	40.00	62.50	52.50	63.00	65.00	63.00	76.00	63.00	87.00
450-479.99	66.50	35.50	67.00	48.00	67.50	60.50	67.50	71.50	67.50	82.50
480-509.99	71.00	31.00	71.50	43.50	72.00	56.00	72.00	67.00	72.00	78.00
510-539.99	75.50	26.50	76.00	39.00	76.50	51.50	76.50	62.50	76.50	73.50
540-569.99	80.00	22.00	80.50	34.50	81.00	47.00	81.00	58.00	81.00	69.00
570-599.99	84.50	17.50	85.00	30.00	85.50	42.50	85.50	53.50	85.50	64.50
600-629.99	86.00	16.00	89.50	25.50	90.00	38.00	90.00	49.00	90.00	60.00
630-659.99			94.00	21.00	94.50	33.50	94.50	44.50	94.50	55.50
660-689.99			97.00	18.00		29.00	99.00	40.00	99.00	51.00
690-719.99			1/		103.50	24.50	103.50	35.50	103.50	46.50
720-749.99					108.00	20.00	108.00	31.00	108.00	42.00
750-779.99					1/		112.50	26.50	112.50	37.50
780-809.99							117.00	22.00	117.00	33.00
810-839.99							1/		121.50	28.50
840-869.99									126.00	24.00

- 1/ For any eligible household with higher adjusted monthly net income use maximum purchase requirement listed.
 2/ Semimonthly allotments for households in excess of 10 persons: For each additional person in excess of 10 add \$11 to the semimonthly coupon allotment for a 10-person household.
 3/ Purchase requirements for households in excess of 10 persons: a) With adjusted monthly net income of \$869.99 or less, use the 10-person household purchase requirement. b) With adjusted monthly net income of \$870 or more use the following: For each \$30 of adjusted monthly net income (or portion thereof) over \$869.99 add \$4.50 to the purchase requirement for a 10-person household with an adjusted monthly net income of \$869.99. In no event may this amount exceed the following maximum purchase requirements: \$135 for 11 persons, \$144 for 12 persons, \$153 for 13 persons, etc., adding \$9 for each additional person over 13.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-3200 TABLES OF COUPON ISSUANCE (Continued)

63-3200

State of California
Health and Welfare Agency

Department of Benefit Payments
July 1, 1974
Table 4

FOOD STAMP PROGRAM
QUARTER MONTHLY

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	1		2		3		4		5	
Coupon Allotment	\$12		\$21		\$30		\$38		\$45	
Adjusted Monthly Net Income	Quarter-Monthly Purchase Bonus		Quarter-Monthly Purchase Bonus		Quarter-Monthly Purchase Bonus		Quarter-Monthly Purchase Bonus		Quarter-Monthly Purchase Bonus	
\$ 0- 19.99	\$0.00	\$12.00	\$ 0.00	\$21.00	\$ 0.00	\$30.00	\$ 0.00	\$38.00	\$ 0.00	\$45.00
20- 29.99	0.25	11.75	0.25	20.75	0.00	30.00	0.00	38.00	0.00	45.00
30- 39.99	1.00	11.00	1.00	20.00	1.00	29.00	1.00	37.00	1.25	43.75
40- 49.99	1.50	10.50	1.75	19.25	1.75	28.25	1.75	36.25	2.00	43.00
50- 59.99	2.00	10.00	2.50	18.50	2.50	27.50	2.50	35.50	2.75	42.25
60- 69.99	2.50	9.50	3.00	18.00	3.25	26.75	3.25	34.75	3.50	41.50
70- 79.99	3.00	9.00	3.75	17.25	4.00	26.00	4.00	34.00	4.25	40.75
80- 89.99	3.50	8.50	4.50	16.50	4.75	25.25	4.75	33.25	5.00	40.00
90- 99.99	4.00	8.00	5.25	15.75	5.25	24.75	5.50	32.50	5.75	39.25
100-109.99	4.50	7.50	5.75	15.25	6.00	24.00	6.25	31.75	6.50	38.50
110-119.99	5.25	6.75	6.50	14.50	6.75	23.25	7.00	31.00	7.25	37.75
120-129.99	6.00	6.00	7.25	13.75	7.50	22.50	7.75	30.25	8.25	36.75
130-139.99	6.75	5.25	8.00	13.00	8.25	21.75	8.50	29.50	9.00	36.00
140-149.99	7.50	4.50	8.75	12.25	9.00	21.00	9.25	28.75	9.75	35.25
150-169.99	8.25	3.75	9.50	11.50	10.00	20.00	10.25	27.75	10.50	34.50
170-189.99	9.00	3.00	11.00	10.00	11.50	18.50	11.75	26.25	12.00	33.00
190-209.99	1/		12.50	8.50	13.00	17.00	13.25	24.75	13.50	31.50
210-229.99			14.00	7.00	14.50	15.50	14.75	23.25	15.00	30.00
230-249.99			15.50	5.50	16.00	14.00	16.25	21.75	16.50	28.50
250-269.99			1/		17.50	12.50	17.75	20.25	18.00	27.00
270-289.99					19.00	11.00	19.25	18.75	19.50	25.50
290-309.99					20.50	9.50	20.75	17.25	21.00	24.00
310-329.99					22.00	8.00	22.25	15.75	22.50	22.50
330-359.99					23.50	6.50	23.75	14.25	24.00	21.00
360-389.99					25.00	5.00	26.00	12.00	26.25	18.75
390-419.99					1/		28.25	9.75	28.50	16.50
420-449.99							30.50	7.50	30.75	14.25
450-479.99							31.50	6.50	33.00	12.00
480-509.99									35.25	9.75
510-539.99									37.50	7.50

1/ For any eligible household with higher adjusted monthly net income use maximum purchase requirement listed.

Pure Nonassistance and Mixed Nonassistance Households Only										
Maximum Allowable Adjusted Monthly Net Income										
Household Size	1	2	3	4	5	6	7	8	9	10*
Adjusted Monthly Net Income	\$194	273	393	500	593	680	767	853	926	999

*For Each Additional Person in Excess of 10 Add \$73.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-3200

63-3200 TABLES OF COUPON ISSUANCE (Continued)

State of California
 Health and Welfare Agency

Department of Benefit Payments
 July 1, 1974
 Table 4

FOOD STAMP PROGRAM
QUARTER-MONTHLY

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	6		7		8		9		10	
Coupon Allotment	\$51		\$58		\$64		\$70		\$75 2/	
Adjusted Monthly Net Income	Quarter-Monthly Purchase Bonus		Quarter-Monthly Purchase Bonus		Quarter-Monthly Purchase Bonus		Quarter-Monthly Purchase Bonus		Quarter-Monthly 3/ Purchase Bonus	
\$ 0- 19.99	\$ 0.00	\$51.00	\$ 0.00	\$58.00	\$ 0.00	\$64.00	\$ 0.00	\$70.00	\$ 0.00	\$75.00
20- 29.99	0.00	51.00	0.00	58.00	0.00	64.00	0.00	70.00	0.00	75.00
30- 39.99	1.25	49.75	1.25	56.75	1.25	62.75	1.25	68.75	1.25	73.75
40- 49.99	2.00	49.00	2.00	56.00	2.00	62.00	2.00	68.00	2.00	73.00
50- 59.99	2.75	48.25	3.00	55.00	3.00	61.00	3.00	67.00	3.00	72.00
60- 69.99	3.50	47.50	3.75	54.25	4.00	60.00	4.00	66.00	4.00	71.00
70- 79.99	4.25	46.75	4.50	53.50	4.75	59.25	4.75	65.25	4.75	70.25
80- 89.99	5.25	45.75	5.25	52.75	5.50	58.50	5.50	64.50	5.50	69.50
90- 99.99	6.00	45.00	6.25	51.75	6.50	57.50	6.50	63.50	6.50	68.50
100-109.99	6.75	44.25	7.00	51.00	7.25	56.75	7.25	62.75	7.25	67.75
110-119.99	7.75	43.25	8.00	50.00	8.25	55.75	8.25	61.75	8.25	66.75
120-129.99	8.50	42.50	8.75	49.25	9.00	55.00	9.00	61.00	9.00	66.00
130-139.99	9.25	41.75	9.50	48.50	9.75	54.25	9.75	60.25	9.75	65.25
140-149.99	10.00	41.00	10.25	47.75	10.50	53.50	10.50	59.50	10.50	64.50
150-169.99	10.75	40.25	11.00	47.00	11.25	52.75	11.25	58.75	11.25	63.75
170-189.99	12.25	38.75	12.50	45.50	12.75	51.25	12.75	57.25	12.75	62.25
190-209.99	13.75	37.25	14.00	44.00	14.25	49.75	14.25	55.75	14.25	60.75
210-229.99	15.25	35.75	15.50	42.50	15.75	48.25	15.75	54.25	15.75	59.25
230-249.99	16.75	34.25	17.00	41.00	17.25	46.75	17.25	52.75	17.25	57.75
250-269.99	18.25	32.75	18.50	39.50	18.75	45.25	18.75	51.25	18.75	56.25
270-289.99	19.75	31.25	20.00	38.00	20.25	43.75	20.25	49.75	20.25	54.75
290-309.99	21.25	29.75	21.50	36.50	21.75	42.25	21.75	48.25	21.75	53.25
310-329.99	22.75	28.25	23.00	35.00	23.25	40.75	23.25	46.75	23.25	51.75
330-359.99	24.25	26.75	24.50	33.50	24.75	39.25	24.75	45.25	24.75	50.25
360-389.99	26.50	24.50	26.75	31.25	27.00	37.00	27.00	43.00	27.00	48.00
390-419.99	28.75	22.25	29.00	29.00	29.25	34.75	29.25	40.75	29.25	45.75
420-449.99	31.00	20.00	31.25	26.75	31.50	32.50	31.50	38.50	31.50	43.50
450-479.99	33.25	17.75	33.50	24.50	33.75	30.25	33.75	36.25	33.75	41.25
480-509.99	35.50	15.50	35.75	22.25	36.00	28.00	36.00	34.00	36.00	39.00
510-539.99	37.75	13.25	38.00	20.00	38.25	25.75	38.25	31.75	38.25	36.75
540-569.99	40.00	11.00	40.25	17.75	40.50	23.50	40.50	29.50	40.50	34.50
570-599.99	42.25	8.75	42.50	15.50	42.75	21.25	42.75	27.25	42.75	32.25
600-629.99	43.00	8.00	44.75	13.25	45.00	19.00	45.00	25.00	45.00	30.00
630-659.99	1/		47.00	11.00	47.25	16.75	47.25	22.75	47.25	27.75
660-689.99			48.50	9.50	49.50	14.50	49.50	20.50	49.50	25.50
690-719.99			1/		51.75	12.25	51.75	18.25	51.75	23.25
720-749.99					54.00	10.00	54.00	16.00	54.00	21.00
750-779.99					1/		56.25	13.75	56.25	18.75
780-809.99							58.50	11.50	58.50	16.50
810-839.99							1/		60.75	14.25
840-869.99									63.00	12.00

- 1/ For any eligible household with higher adjusted monthly net income use maximum purchase requirement listed.
 2/ Quarter-monthly allotments for households in excess of 10 persons: For each additional person in excess of 10 add \$5.50 to the quarter-monthly coupon allotment for a 10-person household.
 3/ Purchase requirements for households in excess of 10 persons: a) With adjusted monthly net income of \$869.99 or less, use the 10-person household purchase requirement. b) With adjusted monthly net income of \$870 or more use the following: For each \$30 of adjusted monthly net income (or portion thereof) over \$869.99, add \$2.25 to the purchase requirement for a 10 person household with an adjusted monthly net income of \$869.99. In no event may this amount exceed the following maximum purchase requirements: \$67.50 for 11 persons, \$72.00 for 12 persons, \$76.50 for 13 persons, etc., adding \$4.50 for each additional person over 13.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-3300 COUPON ISSUANCE AND SALE PROCEDURES

63-3300

63-3310 ALTERNATE METHODS OF STAMP ISSUANCE

63-3310

Although eligibility investigation and certification processes are required functions of the county welfare department that cannot be delegated, the issuance and sale of the food coupon books can be handled in a variety of ways.

Most commonly in California the county welfare department issues stamps "over the counter" or through the mails. Other permissible alternatives to the county include issuance by the County Treasurer's Office, by agreement with the county welfare office, or by contract with federal or state credit unions, banks, federally or state chartered Savings and Loan Associations, U.S. Postal Services, or other public or private fiscally responsible agencies. The PAW (Public Assistance Withholding) system provides another method of issuance. Use of retail food stores as issuance agents, however, is prohibited by FNS. Each issuing agency must have one or more officially designated receiving agents responsible for submitting bulk requests for coupon books, and for receipting for them upon arrival.

63-3320 COUNTY CONTRACTS WITH OUTSIDE ISSUANCE AGENTS

63-3320

A finalized FNS-FSM approved contract between the county and each of its issuance agents is required before county may delegate its stamp issuing responsibilities to an outside agency. Upon obtaining prior DBP and FNS approval, when necessary, submit four copies of the finalized and signed contracts (which have original signatures) to DBP-FSM - 744 P Street, Sacramento.

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

**63-3321 SAMPLE CONTRACT WITH BANK-ISSUANCE AGENTS AND SIMILAR
FINANCIAL INSTITUTIONS (SEE EXHIBIT B, CHAPTER 63-9000)**

63-3321

This format may be used by counties contracting stamp issuance agreements with banks or other Federal/State approved financial institutions such as Federal/State Chartered Savings and Loan Associations, credit unions, Brinks, etc. No prior approval by DBP or FNS is required if county's contract contains no changes or modifications to the sample. Otherwise, approval prior to signing of contract is required.

**63-3322 SAMPLE CONTRACT WITH NONBANK ISSUANCE AGENTS (SEE
EXHIBIT F, CHAPTER 63-9000)**

63-3322

This format is to be used by counties contracting stamp issuance agreements with all other private or public institutions or groups who do not fall within the above described category. Prior approval by DBP and FNS is required before finalizing this contract, whether or not modifications have been made. FNS approval is required only if the sample contract is modified.

63-3330 SECURITY GUIDELINES FOR NONBANK ISSUING AGENCIES

63-3330

By state delegated responsibility, the county welfare department is financially liable for all food coupons distributed to it and is responsible for insuring that adequate storage facilities are provided for the coupons. Many of the major losses due to the theft of food coupons have occurred in counties which store large coupon inventories in their issuance offices. Maximum security is provided by bank storage of the bulk supply with coupons being transferred to and from the issuance office by armored car services on a daily basis. If banks are not available for storage, the bulk supply of coupons should be kept in a courthouse vault or other facility with bank-type security. It is recommended that if working supplies of coupons must be stored in the issuance office overnight, that this supply be limited to a one- or two-day supply and that strict security measures be instituted at the office.

Cash must be securely locked up each night, or deposited daily in the bank (See Chapter 63-9000) for detailed guidelines on establishing a security program.

63-3340 PERSONNEL BONDING AND INSURANCE COVERAGE

63-3340

All personnel connected with the handling of stamps and cash should be bonded and sufficient insurance carried to cover any loss of stamps and/or cash.

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**CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

63-3350 ISSUANCE AND SALE OF FOOD COUPONS

63-3350

Food Coupon Books are to be issued to eligible participants on presentation to tellers of an Identification Card, a current Food Coupon Authorization, and the required amount of cash or voucher against the county. Be sure not to issue the stamps until certain that the full amount of the purchase price is preferred by the participant.

63-3351 FOOD COUPON DENOMINATIONS (GUIDELINES AND OPTIONS)

63-3351

Issuance of Food Coupon Books in accordance with the tables in Chapter 63-9000 is mandatory. Reasonable deviations from the tables are permitted in emergency situations or because of shortages in certain book denominations.

**63-3352 FOOD COUPON AUTHORIZATION TO PURCHASE
(ATP CARDS DFA 299 A, B, C)**

63-3352

- .1 The Food Coupon Authorization may be either a machine prepared punch card or a manually prepared authorization. The following information is shown on the forms as a minimum:
 - .11 A pre-printed serial number.
 - .12 The name and address of the head of the household certified as eligible for coupon purchases.
 - .13 The case number and ethnic code.
 - .14 The expiration date of the Authorization.
 - .15 The variable purchase options.
 - .16 The amount of the payment required.
 - .17 The total value of coupons to be issued.
 - .18 Space for the signature of the head of the household and any duly authorized representative of the household, whose signature appears on the Identification Card; said signature to be written in the presence of the bank teller.
- .2 It is important that the "Expiration Date" is carefully scrutinized. For example, an authorization that expires on the 30th of the month may not be honored thereafter. An authorization can be honored only during the period before the termination date and should be included in the reports covering that period.

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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

63-3353 SECURITY AND CONTROL OF ATP CARDS

63-3353

- .1 Any unauthorized issuance, use, or alteration of an ATP card is a crime. Counties are required to take all precautions necessary to avoid unauthorized use of ATP cards and shall safeguard ATP cards from theft, embezzlement, loss, damage, or destruction.
- .2 All blank ATP cards shall be kept in secure storage under lock and key.
- .3 Access to blank ATP cards shall be limited to assigned personnel only.
- .4 An inventory control record shall be maintained by all offices and individuals responsible for distributing blank ATP cards to other office personnel. At a minimum, such an inventory control record shall provide for:
 - .41 The assignment of a specific individual or a limited number of individuals to maintain the inventory control record. Offices responsible for a bulk supply of ATP cards shall limit this responsibility to a single person whenever possible.
 - .42 A record by serial number and date of all ATP cards withdrawn from or placed in inventory.
 - .43 The initials of the person receiving the ATP cards as a record of receipt.
 - .44 The retention of inventory control records for audit purposes.
- .5 When emergency ATP cards are prepared and issued by the clerical unit, the responsibility for such cards shall be divided by at least two persons; the caseworker and clerical staff or the caseworker and supervisory staff.

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**CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

63-3353 SECURITY AND CONTROL OF ATP CARDS (Continued)

63-3353

.6 ATP Cards Undelivered by the Post Office

- .61 Counties receiving ATP cards undelivered by the Post Office should exercise prudent security and accountability controls. A listing must be maintained of all such undelivered ATP cards, and their disposition, and retain the listing for audit purposes.

Upon receipt of an undelivered ATP card, the counties will take the following action:

- .611 Record the ATP card's serial number and the name or case number of the household on the listing.
- .612 Place the ATP card in secure storage.
- .613 Contact the household's certification worker for a possible determination of the new address and current eligibility.
- .614 Follow the procedures outlined below for disposition of the ATP card.

- .62 If a new address is provided, and the household's basis of issuance is unchanged, counties will take the following action:

- .621 Remail the ATP card to the new address and note the action on the listing.
- .622 Prepare a notice of change for the new address.

- .63 If a new address is provided, but the household's basis of issuance has changed, the counties will:

- .631 Void the ATP card and note the action on the listing.
- .632 Prepare a new ATP card with the new address and the new basis of coupon issuance.
- .633 Prepare a notice of change for the new address and new basis of issuance.
- .634 File, destroy, or return the voided ATP card to the data processing unit depending upon the county's preferred procedure. However, the destruction of all ATP cards must be witnessed by at least two persons and the action initialed on the listing or on other control document, if the county is not on machine issuance.

- .64 If the household cannot be located or is determined to be ineligible, counties will take the following action:

- .641 Void the ATP card and note the action on the listing.
- .642 Prepare a notice of change to terminate the household.
- .643 File, destroy, or return the ATP card to the data processing unit.

- .65 The county should be alert for a pattern of undelivered ATP cards for which the household cannot be located, as this may be an indication of fraud. This will be especially true in county systems providing over-the-counter issuance of the initial ATP card.

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**CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

63-3353 SECURITY AND CONTROL OF ATP CARDS (Continued)

63-3353

.7 Out-of-County ATP Cards

Occasional acceptance by issuance agents of an out-of-county ATP card is permitted, but should not be encouraged. Acceptance of an out-of-state ATP card is not permitted.

When an out-of-county or out-of-state ATP card is discovered as having been transacted, the issuance agent will include the ATP card with other authorized issuance totals on the Form FNS-250 and transmittal statements. However, it should be clearly identified and marked for special handling when transmitted to the data processing unit.

The data processing unit will process the out-of-county ATP card with the authorized ATP cards for verification of the transmittal statement and the Form FNS-250 Report and include the card in the participation figures of the Federal Form FNS-256 Report. After processing, the data processing unit must microfilm the ATP card front and back or copy the information from the card for filing with the authorized ATP cards for future review and audit. The ATP cards shall then be returned to the county of origin for their records.

Counties have the option of honoring or not honoring out-of-county ATP cards as authorized issuances for the purpose of reimbursing their contracted issuance agents for the issuance costs.

.8 ATP Controls During Transfer of Certification Between Food Stamp Counties

Counties are responsible for the issuance of ATP cards to households who qualify for the 60-day Continuance of Certification in accordance with Manual Section 63-2420 and must provide the following ATP issuance controls to assure:

- .81 Termination of the household by the county of origin when the 60-day Transfer Form is issued.
- .82 Termination of the household by the county transferred into if a household is not recertified after the 60-day period expires.
- .83 Prevention of a duplicate issuance if the household is recertified to prevent the issuance of an ATP card under both the new certification and the 60-day continuing eligibility.

63-3354 IDENTIFICATION CARD (STATE FORM DFA 287)

63-3354

An Identification Card is issued to the head of each household certified as eligible to participate in the program. The card shows the name, case number, and signature of the head of the household as well as signature of any other adult members or duly authorized representative of the household who are eligible to purchase coupons.

This card must be presented to the Issuing Agent with the Food Coupon Authorization and the information on the documents compared before completing the transaction.

Households in which one or more persons are determined to be eligible to use food stamps in payment for delivered meals and express an intent to do so will be issued an identification card which is conspicuously marked with the letter "M." Recipients should be requested to advise the delivered meal service that they plan to use food stamps to purchase delivered meals. Persons who meet the eligibility requirements for delivered meals for only a temporary period, such as while convalescing, must have an expiration date on their identification card.

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(Pursuant to Government Code Section 11380.1)

63-3355 SIGNING OF COUPON BOOKS

63-3355

The head of the household or his authorized representative shall sign each book of coupons provided to the household head or his authorized representative.

63-3360 METHODS OF DEPOSITING COLLECTIONS FROM SALE OF FOOD
COUPON BOOKS

63-3360

Counties are responsible for the timely deposit of all food coupon book sales receipts by their issuance office(s) and/or contracted issuance agents. Counties shall instruct their bank and nonbank issuance agents to remit proceeds in accordance with Sections 63-3361 and 63-3362.

63-3361 BANK ISSUANCE AGENTS

63-3361

.1 Member Banks of Federal Reserve System shall:

- .11 Prepare Form FNS-282, entering date prepared and amount of deposit. Use bank stamp to record deposit date. Member banks may elect either of the following procedures for remitting to the Federal Reserve Bank.
 - .111 Send a bank draft drawn on the Federal Reserve Bank and made payable to the Treasurer of the United States. If so, enter draft number and bank name.
 - .112 Authorize the Federal Reserve Bank to debit your bank's reserve account for the amount of monies collected from the sale of food coupons and deposited. Enter the bank ABA number and an authorized signature.
 - .113 Send a cashier's check payable to "Federal Reserve Bank" for deposit in the Federal Reserve Bank servicing the area. This method will usually be less practical than items .111 or .112 above.
- .12 Record deposit on Form FNS-250, Food Coupon Book Report, in serial number sequence.
- .13 Send Form FNS-282 to applicable Federal Reserve Bank (with bank draft or cashier's check if option in Items .111 or .113 are used).

.2 Nonmember Banks shall:

- .21 Prepare a cashier's check or draft drawn on their own bank and made payable to the Treasurer of the United States or prepare a bank money order made payable to the Treasurer of the United States.
- .22 Prepare Form FNS-282, entering date prepared; amount of deposit; money order, check, or draft number; bank name; and deposit date, using bank stamp.
- .23 Record deposit on Form FNS-250 in serial number sequence.
- .24 Send Form FNS-282 to the applicable Federal Reserve Bank with check, draft, or money order. 229

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**CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

63-3362 NONBANK ISSUANCE AGENTS (THIS INCLUDES SELF-ISSUANCE COUNTIES) 63-3362

.1 General Depositing Instructions. Issuance agents located in a Federal Reserve Bank city will make their deposits over-the-counter at the Federal Reserve Bank. Issuance agents that are not in a Federal Reserve Bank city shall:

- .11 Take Form FNS-282 and coupon sales collections to the local bank draft depository. Exchange the receipts for a draft. If no local bank has been approved as a depository, arrangements should be made to convert the receipts to a cashier's check or draft drawn on a local commercial bank, if one is available.
- .12 If the receipts consist solely of checks or money orders, etc., endorse those negotiable instruments in favor of the Federal Reserve Bank but for credit to the Treasury of the United States and mail them along with Form FNS-282 to the Federal Reserve Bank.
- .13 Combine cash, checks, and negotiable instruments in amounts less than \$1,000, and prepare a single draft for the total amount. Negotiable paper in amounts of more than \$1,000 each will not be converted to draft, but will be endorsed in favor of the Federal Reserve Bank for credit to the Treasurer of the United States. A single deposit, transmitted on a single Form FNS-282, will be made to include the draft representing cash and smaller checks, combined with unconverted (over \$1,000 each) negotiable paper, if any.

Where the county deducts food coupon allotments from family assistance checks, it should draw a check in favor of the Treasurer of the United States to cover the allotment deductions. The county check will be endorsed and mailed directly to the Federal Reserve Bank without a bank draft. If cash is received, the mixed collection rules will apply.

.2 Local Bank Approved by the Department of Treasury as a Bank Draft Depository. (See Section 63-3362.4 for definition of Bank Draft Depository.) Issuance agents shall:

.21 Endorse all checks and money orders under \$1,000 as follows:

"Pay to the order of (Name and Location of Bank) in exchange for a draft drawn payable to the Treasurer of the United States. This check is in payment of an obligation of the United States and must be paid at par. N.P. Do not wire nonpayment.

Food and Nutrition Service - USDA"

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(Pursuant to Government Code Section 11380.1)

63-3362 NONBANK ISSUANCE AGENTS (THIS INCLUDES SELF-ISSUANCE
COUNTIES) (Continued)

63-3362

- .22 Enter date prepared and amount of deposit on Form FNS-282.
- .23 Request the depository to convert the collections (cash plus checks and money orders under \$1,000) to a bank draft payable to the Treasurer of the United States and drawn on the Federal Reserve Bank servicing the District. The depository will make a stamped impression of the deposit date in the lower right-hand corner of Form FNS-282.
- .24 Record deposit on Form FNS-250 in serial number sequence.
- .25 Send Form FNS-282 with bank draft to the applicable Federal Reserve Bank.
- .3 Local Bank not Approved as Depository. When no local bank has been approved by the Treasury as a bank draft depository, and there is no Federal Reserve Bank or Branch in the city, collections shall be:
- .31 Converted to one of the following negotiable instruments made payable to the Treasurer of the United States.
- .311 A cashier's check or bank draft drawn on the local bank if one is available and made payable to the Treasurer of the United States. Endorse as follows:
- "Pay to the order to any Federal Reserve Bank or Branch for credit to the Treasurer of the United States. This check is in payment of an obligation of the United States and must be paid at par. N.P. Do not wire nonpayment.
- Food and Nutrition Service - USDA"
- Checks received by agents from the sale of food coupon books must be endorsed as shown in Section 63-3362.21.
- .312 A check issued by the county administering the program. This check will be made payable to the Treasurer of the United States and will be endorsed as shown in Section 63-3362.21. State and local governmental organizations withholding funds from public assistance checks for mail issuance of food coupon books will deposit their collections according to this Section 63-3362.3. (The county department issuing the check will prescribe the proper endorsement to be used on checks received by agents from the sale of food coupon books. Do not use this procedure if it will delay the deposit of the collection.)

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(Pursuant to Government Code Section 11380.1)

63-3362 NONBANK ISSUANCE AGENTS (THIS INCLUDES SELF-ISSUANCE
COUNTIES) (Continued)

63-3362

.313 A U. S. Postal Money Order for cash only. Checks included in the collections must be endorsed as shown in Section 63-3362.21.

.32 Deposited as follows:

.321 Prepare Form FNS-282, entering date prepared, amount of deposits, and deposit date.

.322 Record deposit on Form FNS-250 in serial number sequence.

.323 Send Form FNS-282 with remittance(s) to applicable Federal Reserve Bank.

.4 Bank Draft Depositories (definition)

These are banks approved by the U.S. Treasury Department to issue bank drafts to food stamp Issuance Agents in exchange for the collections received by the Issuance Agents from their stamp sales.

A local bank may obtain approval from the U.S. Treasury Department to serve as a Bank Draft Depository for purpose of the Food Stamp Program by a letter from the bank stating their willingness to serve as a Bank Draft Depository. The county welfare department sends their request along with the letter from the bank to DBP-FSM, Sacramento, who in turn forwards the request and letter to the Western Region Office, FNS, San Francisco. Approval or rejection of the bank's application to serve as the Bank Draft Depository comes down the same channels to the county welfare department.

63-3363 REMITTANCE REGISTER

63-3363

Branch issuance agents who do not report to FNS on Form FNS-250 will record deposit on remittance register in serial number sequence. (See prescribed format in Chapter 63-9000, for required information. Each month such issuance agents will forward a copy of the remittance register to the agent who prepares the consolidated Form FNS-250.

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(Pursuant to Government Code Section 11380.1)

63-3364 FREQUENCY OF DEPOSITS

63-3364

Counties are fully responsible for all collections until they have been deposited in an approved depository. Deposit frequency depends on the amount collected as follows:

- .1 For daily collections of \$1,000 and over, deposits must be made within 24 hours, unless extraordinary conditions prevent it.
- .2 For daily collections of less than \$1,000, the county has the option of:
 - .21 Requiring their issuance agents or officers to make daily deposits, or
 - .22 Permitting all or some of their issuance agents or officers to accumulate collections up to \$1,000 before making deposits but not less frequently than weekly.

Deposits must be made at least weekly and on the last issuance day of each month, regardless of the amount to be deposited.

63-3365 RECORD OF DEPOSITS

63-3365

Since Form FNS-282 is a single card form that does not provide a receipt or record copy to be retained, issuance agents should secure a bank counter receipt when making deposits. This receipt will be the official record of deposit.

Issuance agents depositing by mail should attach a transmittal letter to Form FNS-282 requesting acknowledgement of remittance received by the Federal Reserve Bank.

63-3366 USE OF BLANK CARDS

63-3366

When an issuance agent's supply of Form FNS-282 has been exhausted, or when a new issuance agent has not received Form FNS-282, the county may supply such issuance agents with blank cards for emergency use. Issuance agents will write their nine-digit project code, if known, and their name and address on the face of the card. This card will then be used for depositing in accordance with Sections 63-3361 and 63-3362.

63-3367 USE OF ERRONEOUS CARDS

63-3367

When issuance agents receive erroneous Forms FNS-282 and blank cards are not available by the county, issuance agents shall:

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

63-3367 USE OF ERRONEOUS CARDS (Continued)

63-3367

- .1 Line through the incorrect information printed on the first card and write in correct project code and/or name and address, date prepared, and amount of deposit.
- .2 Convert collection to a bank draft made payable to the Treasurer of the United States.
- .3 Forward the first corrected Form FNS-282 and bank draft to:

Finance and Program Accounting Division
Food and Nutrition Service
U. S. Department of Agriculture
Washington, D.C. 20250
- .4 Correct the second and subsequent deposit cards are indicated in paragraphs .1 and .2, above, but remit the corrected Form FNS-282 and remittance, if any, to the appropriate Federal Reserve Bank in accordance with Sections 63-3361 and 63-3362.
- .5 Destroy all erroneous Forms FNS-282 upon receipt of correct new Forms FNS-282.

63-3368 SUPPLY OF FORM FNS-282

63-3368

Preinscribed and prepunched Forms FNS-282 will be sent to the issuance agents semiannually. The correctness of the cards should be verified immediately. If the nine-digit project code and/or name and address is incorrect, please notify the Finance and Program Accounting Division immediately. Additional supplies of Forms FNS-282 may be obtained from the Finance and Program Accounting Division - FNS, USDA - Washington, D.C. 20250. Supplies of Forms FNS-282 will not be available from the FNS Regional Office.

63-3400 VARIABLE PURCHASE REQUIREMENTS

63-3400

Counties must permit all food stamp households, except those participating in a public assistance withholding program, to elect at the time of issuance to purchase less than their full coupon allotment.

The food stamp household may elect to purchase all, three-quarters, one-half, or one-quarter of its authorized allotment.

Counties must provide for variable purchase, regardless of the type of issuance system (machine, manual, or mail) or the household's frequency of issuance. Counties will not authorize any single issuance for less than one-quarter of the full allotment.

**63-3410 IMPLEMENTATION OF VARIABLE PURCHASE IN AN ATP
(AUTHORIZATION TO PURCHASE) CARD SYSTEM**

63-3410

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3411 MINIMUM REQUIREMENTS

63-3411

- .1 Counties need not increase the frequency of issuance currently offered, provided monthly and semimonthly issuances are available.
- .2 The variable purchase options shall be listed on the ATP card in accordance with the following: (See Sample Forms - DFA-299A, B, C, Chapter 63-9000).
 - .21 Monthly ATP Cards. All four options listed.
 - .22 Semimonthly ATP Cards. Each listing two options, one-half and one-quarter.
 - .23 Quarter-Monthly ATP Cards. Each listing one option, one-quarter.
- .3 The recipient shall receipt for his coupon allotment by signing on the appropriate line adjacent to the variable purchase option he is electing.

63-3412 OPTIONAL PROCEDURES

63-3412

- .1 Counties may issue every household two ATP cards, each providing two options - one-half and one-quarter.
- .2 Counties may issue every household four ATP cards, each providing for one-quarter of the coupon allotment.
- .3 Counties may devise their own forms and instructions, providing the minimum requirements listed above, are met. Counties must submit these forms and instructions to FNS through DBF-FSM for review and approval prior to implementation.

63-3420 IMPLEMENTATION OF VARIABLE PURCHASE IN AN HIR*
(HOUSEHOLD INDIVIDUAL RECORD) CARD SYSTEM

63-3420

63-3421 MINIMUM REQUIREMENTS

63-3421

- .1 Counties need not increase the frequency of issuance currently offered, provided monthly and semimonthly issuances are available.
- .2 The variable purchase options shall be listed on the HIR card in accordance with the following procedure (see Forms DFA 286 or 286.1).
 - .21 HIR Cards for Households on Monthly Issuance. All four options listed.
 - .22 HIR Cards for Households Receiving Semimonthly Issuances. Two options listed, one-half and one-quarter.
 - .23 HIR Cards for Households Receiving Quarter-Monthly Issuances. One option listed, one-quarter.

* HIR is FNS terminology for Individual Participation Record - Forms DFA 286 or 286.1.

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

DO NOT WRITE IN THIS SPACE

63-3421 MINIMUM REQUIREMENTS (Continued)

63-3421

- .3 The receptionist shall note on the Daily Tally Sheet the variable purchase option elected by the recipient and enter it on the HIR card.
- .4 The cashier shall initial the entry on the HIR card and have the recipient sign as a receipt.

63-3422 OPTIONAL PROCEDURES

63-3422

- .1 Counties may permit households purchasing twice a month to elect any of the four options at the first time of purchase and to buy the balance of the allotment during the second purchase period.
- .2 Counties may permit all households who so desire to participate on a semimonthly or quarter-monthly basis.
- .3 Counties may devise their own forms and instructions, providing the minimum requirements above are met. Counties must submit these forms and instructions to FNS through DBP-FSM for review and approval prior to implementation.

63-3430 IMPLEMENTATION OF VARIABLE PURCHASE IN A MAIL
ISSUANCE SYSTEM

63-3430

63-3431 ATP CARD SYSTEM - MINIMUM REQUIREMENTS

63-3431

- .1 The ATP card shall serve as the authorizing document and shall contain the variable purchase options.
- .2 Mail issuance participants shall be required to complete the ATP card by signing on the appropriate line adjacent to the option being elected.

63-3432 HIR CARD SYSTEM - MINIMUM REQUIREMENTS

63-3432

- .1 A mail issuance request Form DFA 301 listing the variable purchase options available must be provided by county to each mail issuance household.
- .2 Mail issuance participants shall be required to sign next to the option being elected.
- .3 The form shall be included in each mailing of food coupons for use in the next issuance period. Exception: This form need not be mailed to households provided quarter-monthly issuances. The form may be used during any purchase period during which the household's certification is valid, provided the household has not already purchased at the issuing office during that period.

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3500 PUBLIC ASSISTANCE VOLUNTARY WITHHOLDING OF FOOD STAMP PURCHASE COSTS (PAW) 63-3500

Counties which offer PAW shall permit any household participating in the Program, if it so elects, to have the cost of its full monthly coupon allotment deducted from any grant or payment such household may be entitled to receive under any federally aided public assistance program, and have its full monthly coupon allotment distributed to it.

63-3510 PROCEDURES TO EFFECT THE PAW PROGRAM 63-3510

63-3511 VOLUNTARY PARTICIPATION 63-3511

It cannot be emphasized too strongly that participation in the Food Stamp PAW program is entirely on a voluntary basis. The program shall not be used as a money-management device against the wishes of the participant. In order for a PAW program to be considered voluntary:

- .1 A form DFA 302 or DFA 302A must be on file for each household participating in the program and must be signed by each Public Assistance (PA) recipient in the household from whose grant a portion of the total purchase requirement is withheld.
- .2 Procedures for cancellation of the above authorization must be simple, quick, and convenient for the recipient, e.g., a phone call to the caseworker. Participants must be informed of cancellation procedures.
- .3 The household shall be temporarily suspended from the PAW program if the amount of the public assistance payment falls below the purchase requirement. The withholding agency shall immediately notify the household of the reason for the suspension and provide the household an opportunity to continue participation in the Food Stamp Program using an alternate means of issuance.
- .4 An immediate refund of the grant deduction shall be made to any household upon request when the entire coupon allotment is returned. (See Section 63-4230 for suggested procedures.) A request for a refund is not to be considered a withdrawal from either the PAW program or the Food Stamp Program.

63-3512 PAW DEDUCTION FROM MORE THAN ONE PA CHECK 63-3512

- .1 If there is more than one PA recipient in a food stamp household, the County Agency should deduct the total purchase requirement from a single check if it adequately meets the purchase requirement. If not, then partial amounts may be withheld from each check at county's discretion.

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3512 PAW DEDUCTION FROM MORE THAN ONE PA CHECK (Continued)

63-3512

- .2 A household receiving its PA payment in two or more checks a month shall have a proportionate amount of its purchase requirement deducted from each check and receive its coupon allotment in one delivery corresponding to the receipt of its first PA payment or in separate deliveries of proportionate allotments corresponding to the receipt of each check at the discretion of the county. County agencies making only one delivery shall be responsible to FNS for the deposit of the full purchase requirement should any of the subsequent PA payments be cancelled before the food stamp deduction can be made. Refer to SDSW - Circular Letter No. 2582, concerning welfare fiscal instructions relative to PAW deductions from aid grants.

63-3513 AUTHORITY FOR DEVIATIONS

63-3513

County agencies wishing to deviate from requirements of these and following instructions must submit their request to DBP-FSM for FNS approval.

63-3520 DELIVERY OF PAW ALLOTMENTS

63-3520

Home delivery through the mail of PAW coupon allotments is the most desirable means of implementing PAW issuance. This may not be feasible in all situations, therefore, DBP will consider requesting FNS approval for an alternate delivery system proposed by a county agency but only after evidence is submitted that mailing of stamps in the PAW method is not feasible for that county - for certain recipients or in certain areas.

DO NOT WRITE IN THIS SPACE

The following procedures shall apply to those county agencies using home delivery through the mail:

- .1 Counties should establish working contact with appropriate postal officials. In order to properly assist mailing operations, postal officials need to know when mailings are scheduled; the volume and value of the mailings; and the type of envelopes used. In turn, they can suggest possible security measures and efficient mailing procedures, such as sorting all coupon envelopes by zip code prior to delivery or pickup by the Postal Service.
- .2 Coupons shall be mailed to be received on the same day as the remainder of the public assistance grant. Coupons may also be mailed in the same envelope with the PA payment.
- .3 When mailing coupons, at least first-class mail shall be used.
- .4 Coupons shall be mailed in sturdy envelopes or other mailing packages which shall contain the following statement: DO NOT FORWARD - RETURN TO SENDER.
- .5 Controls shall be implemented to insure PAW households are not also participating in the regular issuance system. In counties using an (ATP) card system, the controls shall prevent the issuance of an ATP card to the PAW household (or in those counties that use an ATP for PAW, a second ATP). In a Household Issuance Record (HIR) card system, they shall prevent the establishing of an HIR card (Forms DFA 286 or 286.1) for regular issuance.

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3520 DELIVERY OF PAW ALLOTMENTS (Continued)

63-3520

- .6 Mailing offices handling a large volume of PAW mailings each month, may wish to pre-stuff envelopes and store them according to household size. The envelopes would be addressed by use of gummed labels. Offices using pre-stuffing methods must still provide for dual accountability during the stuffing and addressing operation and maintain a perpetual inventory record.
- .7 Perpetual inventory control records shall be maintained.
- .8 A mail issuance log DFA 300 shall be maintained of all coupon mailings. The log, together with the perpetual inventory records, will constitute the daily cashier's report for the mailing office.
- .9 Records authorizing the mailing of coupon allotments shall be coordinated with those at the withholding office or agency authorizing the deduction of the purchase requirement to insure both sets of records contain identical information and can be updated on a timely basis. The withholding office or agency may wish to supply the mailing office with a copy of its authorized participation records prior to each mailing operation so the same records will be used in both operations.

63-3530 GUIDELINE PROCEDURES FOR COUPON MAILINGS (SEE MAIL ISSUANCE SYSTEM, SECTION 63-3600, FOR ADDITIONAL GUIDELINE PROCEDURES)

63-3530

All operations involving the maintenance of coupon inventory records, assembling of coupon allotments and stuffing into envelopes, and preparation of envelopes for mailing shall, whenever possible, be carried out by at least two persons to provide cross checks for accuracy and internal control. If these functions are performed by a single person, a second party review shall be made to verify the coupon inventory, the reconciliation on the mail issuance log, and the number of mailings prepared.

63-3531 HIR CARD SYSTEM

63-3531

The following procedure illustrates how these requirements can be carried out in an HIR card system.

- .1 Employee A obtains a supply of coupons sufficient for the day's operation (with check by Employee B, or other persons responsible for inventory control).
- .2 Employee B maintains a separate file of HIR cards for households participating in the PAW program. Using this file for PAW records, he addresses the envelopes and inserts the required coupon books.
- .3 Employee A checks the value of the coupon books in each envelope against the PAW records, posts to the mail issuance log, and seals and stamps the envelope.
- .4 Employee B totals the coupon allotments authorized in PAW records and on the mail issuance log.

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3531 HIR CARD SYSTEM (Continued)

63-3531

- .5 Employee A counts remaining coupon supply and subtracts from the beginning supply to determine the value of coupons issued.
- .6 Both employees A and B reconcile the value of coupons issued (see .5 above) with the value of total allotments authorized (see .4 above).
- .7 Employee B prepares for mailing from postal instructions and counts envelopes when putting them into mail bags. He checks against total number of households listed on the log.

63-3532 ATP CARD SYSTEM

63-3532

The following procedure applies in an ATP card system with access to a computer printout or other listing devices. Issuance offices without this equipment shall refer to the HIR card system procedure cited in **Section 63-3531**.

- .1 Employee A obtains a supply of coupons sufficient for the day's operation (with check by Employee B, or other person in charge of inventory control).
- .2 HIR cards for PAW participants may be filed on off-line storage devices (tapes, disks, card decks, etc.) and a printout supplied to the mailing office prior to the day's operation. As a minimum, the printout shall provide the name and address of the household, its food stamp case number, the value of its coupon allotment, and the amount of the PA grant deduction. In addition, the printout shall contain totals of the purchase requirement and coupon allotments authorized under the PAW program and the total of the number of households listed. Employee B uses the printout as both the PAW records and the issuance log, addresses the envelopes, and inserts the required coupon books.
- .3 Employee A checks the value of the coupon books in each envelope against the printout, notes on the printout that the transaction has been completed, and seals and stamps the envelope.
- .4 Employee B obtains the total of coupon allotments from the printout.
- .5 Employee A counts the remaining coupon supply and subtracts from the beginning supply to determine the value of coupons issued.
- .6 Both employees A and B reconcile the value of coupons issued (see .5, above) with the total allotments authorized as listed by the printout (see .4, above).
- .7 Employee B prepares for mailing from postal instructions and counts the envelopes when putting them into mail bags. He checks against the total provided by machine printout.

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3540 REIMBURSEMENT TO THE COUNTY WELFARE DEPARTMENT

63-3540

The county welfare department may seek reimbursement from FNS for the purchase requirements of PAW coupon allotments returned to or recovered by the county welfare department under circumstances in which both the coupon allotment and the public assistance payment would normally be returned to or recovered by the county welfare department. See Section 63-4240.

63-3550 DEPOSITING FOOD STAMP WITHHOLDINGS

63-3550

The county agency which issued the reduced public assistance payments shall deposit a check in the appropriate Federal Reserve Bank covering the purchase requirements withheld. The check shall be made payable to Treasurer of the United States, properly endorsed and accompanied by a Food Coupon Remittance Form FNS 282. For detailed procedures, see Section 63-3360. PAW deposits should be made twice monthly in order to permit adjustments for coupon returns and refunds.

63-3560 REPORTING REQUIREMENTS

63-3560

63-3561 FORM FNS 259 (REVISED 8/72), FOOD STAMP MAIL ISSUANCE REPORT

63-3561

1. Form FNS 259 is required by the FNS Finance Division for verification of entries on the Form FNS 250 report indicating replacement for coupons lost in the mail for which the State or local agency is seeking inventory credit.
2. Form FNS 259 shall be submitted monthly for the first three months following the initiation of the PAW Program, and for any month thereafter in which a mail loss occurs.
3. Form FNS 259 shall be completed by each PAW mailing office and by each replacement office which reports on a separate Form FNS 250 report. For detailed instructions on the completion of Form FNS 259, see Chapter 63-9000.

63-3562 FORM FNS 250, FOOD COUPON BOOK REPORT

63-3562

Each mailing office shall report its PAW activity on a Form FNS 250 report.

The PAW data may be included in the county's FNS 250 report.

63-3563 FORM FNS 256, MONTHLY REPORT ON PARTICIPATION AND COUPON ISSUANCE

63-3563

Form FNS 256 shall continue to be submitted by counties and shall include PAW participation and issuance data.

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3600 MAIL ISSUANCE SYSTEM

63-3600

Mail Issuance can be used by the county, by banks, or by other issuing agents. Many of the problems of nonparticipation due to limited issuing centers may be resolved through a system of mail issuance. The following requirements should be observed:

63-3610 REQUEST FOR MAIL ISSUANCE IN A (HIR)* OR MANUAL SYSTEM

63-3610

In a manual or HIR (Household Individual Record) card system, the county must require the initial request for mail issuance in writing. Thereafter, a Mail Issuance Request Form DFA 301, shall be included with each mailing which the household will use to request future mailings. The form may be used to request a mail issuance at any time during which the household's certification is valid, provided the household has not purchased over-the-counter during the issuance period. The form shall include the variable purchase options available to the household. The household shall clearly indicate on the form the variable purchase option it has elected.

The issuance transaction may be completed provided the date of the remittance and/or the postmark date indicate the intent of the household to purchase within the scheduled purchase period.

63-3611 SUGGESTED PROCEDURE

63-3611

The following procedure is suggested as a means of insuring the prompt mailing of food coupons while maintaining proper accountability controls in a manual system using HIR cards:

- .1 The receptionist receives the request for mail issuance and posts it to the Mail Issuance Log DFA 300. She attaches the cashier's check or money order to the HIR card and forwards them to the cashier along with a properly addressed envelope and a new Mail Issuance Request Form DFA 301 showing the variable purchase options available to the household during the next purchase period.
- .2 The cashier
 - (1) Inserts in the envelope the required coupon allotment from his current stock and the new Mail Issuance Request Form DFA 301 records the mail issuance in the remarks section of the HIR card and files it separately from HIR cards executed during regular over-the-counter issuance, and returns the envelope to the receptionist for mailing.
 - (2) Endorses the money order or cashier's check as follows: "Pay to the order of (name and location of bank) in exchange for a draft drawn payable to the Treasurer of the United States". This check is in payment of an obligation of the United States and must be paid at par. N.P. Do not wire nonpayment. Food and Nutrition Service, USDA."
 - (3) Deposits the money order or cashier's check with other cash receipts from the sale of food coupons.

* HIR is FNS terminology used for Individual Participation Record, Form DFA 286.

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3611 MAIL ISSUANCE SYSTEM (Continued)

63-3611

.3 The receptionist

- (1) Verifies the coupon allotment.
- (2) Seals the envelope and prepares it for mailing.
- (3) Completes the entry on the log by noting the date mailed.

At the end of the day:

- (1) The cashier totals the cash and coupons authorized on the HIR cards separately for mail and regular issuance and completes the Cashier's Daily Report for total sales.
- (2) The receptionist totals the cash and coupon columns on the log and verifies the total number of requests received with the number of envelopes prepared, prior to mailing.

- .4** The authorized totals for mail issuance shall be reconciled from appropriate HIR cards and the receptionist's log and then combined with authorized totals from regular issuance for reconciliation with the Cashier's Daily Report.

63-3612 ONE-MAN SALES SERVICE (SEE DEFINITION - ONE-MAN SALES SERVICE - 63-3740.2)

63-3612

If the office has one-man sales service, the issuance supervisor shall verify the coupon allotments and number of requests processed prior to mailing.

63-3620 REQUEST FOR MAIL ISSUANCE IN A MACHINE OR ATP CARD SYSTEM

63-3620

In a machine or ATP card system, the receipt of a household's ATP card with the appropriate purchase requirement will constitute a request for mail issuance without requiring a written request document to be on file prior to such issuance. The household shall be instructed to indicate on the ATP card the variable purchase option it has elected prior to submitting the card to the mailing office.

The issuance transaction may be completed provided the date of the remittance and/or the postmark date indicate the intent of the household to purchase within the scheduled purchase period.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-3621 SUGGESTED PROCEDURE

63-3621

The following procedure is suggested as a means of insuring the prompt mailing of food coupons while maintaining proper accountability controls in an ATP card system:

- .1 A designated person (Employee A) other than the cashier:
 - a. Receives the request for mail issuance (endorsed ATP) and posts it to the Mail Issuance Log.
 - b. Forwards the ATP card and check or money order to the cashier with a properly addressed envelope.
- .2 The cashier:
 - a. Inserts in the envelope the required coupon allotment from his current stock, stamps or writes in ink "Mail" on the ATP card and files it separately from normally executed ATP cards, and returns the envelope to Employee A.
 - b. Properly endorses the check or money order and deposits it with his other cash receipts.
- .3 Employee A:
 - a. Verifies the coupon allotment.
 - b. Seals the envelope and prepares it for mailing, and completes the entry in the log by noting the date mailed.
- .4 At the end of the day:
 - a. The cashier totals the cash and coupons authorized by the ATP cards separately for mail and regular issuance, and completes the Cashier's Daily Report for total sales.
 - b. Employee A totals the cash and coupon columns on the log and verifies the total number of requests received with the number of envelopes prepared prior to mailing.
- .5 The authorized totals from the log shall be reconciled with the executed ATP cards from mail issuance and then combined with authorized totals from regular issuance for reconciliation with the Cashier's Daily Report.

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3630 MAIL ISSUANCE RECORDS

63-3630

63-3631 LOGGING IN OF MAIL ORDERS

63-3631

Issuance procedures shall provide for prompt logging in of all mail orders in a special log DFA 300 and for the safe handling of the remitted purchase price.

63-3632 POSTING OF HOUSEHOLD RECORD CARD

63-3632

If Form DFA 286 (or 286.1) is being used in manual issuance, the remarks section should record the issuance by mail. If an ATP card is involved, the word "Mail" should be written (in ink or indelible pencil) or stamped on the card.

63-3633 SEPARATE COUPON INVENTORY (IF MAINTAINED FOR MAIL ISSUANCE) 63-3633

- .1 Receipts should not be commingled.
- .2 A separate Cashier's Daily Report shall be completed.
- .3 The entire reconciliation process used for regular issuance shall be repeated for mail issuance.

63-3640 MAIL ISSUANCE BY BANKS OR SIMILAR ISSUING AGENTS

63-3640

An Authorization to Purchase form and presentation of the identification card is required for each "across-the-counter" sales transaction. No change in the ATP form itself is necessarily required for mail issuance.

The signed Authorization to Purchase together with a money order or cashier's check for the exact amount of the purchase price must be returned to the county's Issuance Agent prior to the expiration date shown, before the Issuance Agent could mail the coupon books.

63-3650 MAILING OF COUPONS

63-3650

63-3651 MAIL PROMPTLY

63-3651

The mail procedures shall provide for the prompt mailing of coupons following receipt of the mail order.

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3652 FIRST-CLASS MAIL

63-3652

Coupons shall be mailed as straight first-class mail.

63-3653 ADEQUATE PACKAGING - NO FORWARDING

63-3653

Coupons should be mailed in a sturdy envelope or other mailing packages, and should contain the following statement: "DO NOT FORWARD - RETURN TO SENDER."

63-3660 UNDELIVERED COUPONS RETURNED BY POST OFFICE

63-3660

- .1 The certification unit should be asked to provide a new address for the household.
- .2 If provided, the issuance office should record the new address, prepare a new envelope, and remail promptly to the new address. Note in the remarks section of the log that the coupons were remailed, and the date.
- .3 If the new address is not provided, nor the recipient located, the issuing agent should record this information on its records, and retain the coupons until end of the month in case the household head should claim nonreceipt of the coupons.
- .4 At the end of the month, return the coupons which have not been redelivered to the household to inventory. Note the return to inventory on the log and on the "Returns Received" line of Form FNS 250, Food Coupon Book Report (see Exhibit 63-3600)

63-3670 COUPONS LOST IN THE MAIL

63-3670

- .1 For nondeliveries reported in the current month, see Section 63-4120.
- .2 For nondeliveries reported in subsequent months, see Section 63-4250.

63-3680 REPORTING REQUIREMENTS FOR MAIL ISSUANCE

63-3680

Completion of Form FNS 259. A completed Form FNS 259 is required by the FNS Finance Division for verification of entries on Form FNS 250 indicating replacements for coupons lost in the mail for which the county agency is seeking inventory credit.

Submission of Form FNS 259

- .1 Form FNS 259 shall be submitted monthly for the first three months following the county's initiation of mail issuance.
- .2 After the first three months of mail issuance, Form FNS 259 shall be submitted for any month in which a mail loss occurs.
- .3 The total number and value of mailings and the total number and value of replacements issued during the month shall be entered under the "Regular Mail" column on Form FNS 259. If the reporting office also issued replacements for lost coupons mailed under provisions of the Public Assistance Withholding (PAW) program, enter the PAW data under the appropriate column on the same Form FNS 259 and report totals for all mailings and replacements.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-3690 LIABILITY FOR COUPONS ISSUED THROUGH THE MAIL

63-3690

Coupons are deemed to be "in the mail" from the time properly issued coupons are first under the care, custody, or control of the United States Postal Service until nondelivery to the household is determined to have occurred.

The County Agency shall not be liable to Food Nutrition Service for any properly issued coupons which are lost in the mail if the mail issuance system controls and records meet the requirements of this **manual**

Food Nutrition Service shall assume financial liability for all properly issued coupons lost in the mail until such time as DBP-FSM is notified that a county's rate of loss has become unacceptable to Food Nutrition Service and that all future mailings shall be at the risk of the subject county.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-3692 EXHIBITS

63-3692

FORM FNS-250 (11-71)

U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

PROJECT CODE

PROJECT NAME & STATE

REPORT FOR (insert numbers)

MONTH YEAR

REPORTING OFFICE (Address & Zip Code)

FOOD COUPON BOOK REPORT

	TYPE A - \$2.00	TYPE B - \$3.00	TYPE C - \$10.00	TYPE E - \$30.00
BEGINNING INVENTORY	11,967	26,813	72,811	2,369
SHIPMENTS RECEIVED				
RETURNS RECEIVED	* 2	* 6	* 2	* 6
TRANSFERRED THIS MONTH				
RETURNED TO FNS				
TOTAL AVAILABLE	11,969	26,819	72,813	2,375
ENDING INVENTORY	10,695	22,352	63,765	1,341
INVENTORY CHANGE	1,274	4,467	9,048	1,034
BOOK VALUE	x \$2.00	x \$3.00	x \$10.00	x \$30.00
VALUE OF INVENTORY CHANGE	\$ 2,548.00	\$ 13,401.00	\$ 90,480.00	\$ 31,020

SALES AND COLLECTION SUMMARY**DEPOSIT SUMMARY**

SALES AND COLLECTION SUMMARY		DEPOSIT SUMMARY				
		NAME OF BANK	CONFIRMED DATE	TRANS NO.	CO NO.	AMOUNT
1. Actual Sales and Collections						
A. Total Value of Books Issued	\$ 127,109.00					
B. Collections and Reports						
(1) Total Deposited	65,122.00					
(2) Vouchers Received From Current Month's Sales						
(3) Collections From Prior Months						
(4) Current Month's Participant Payments [(1)+(2)-(3)]	65,122.00					
C. Bonus	61,987.00					
2. Authorized Sales and Collections						
A. Total Value of Authorized Issuance	127,109.00					
B. Required Participant Payments	65,122.00					
C. Bonus	61,987.00					
3. Bonus Difference [1.C.-2.C.]	\$ -0-					
REMARKS						
*Undelivered Mail Issuance						
Allotments Returned to Inventory:						
Number: 2 Value: \$162.00						
I CERTIFY that (1) the number of books reported as "Ending Inventory" was determined by actual count, and (2) all monies collected for the sales of coupons have been deposited for credit to the account of Food and Nutrition Service.						
SIGNATURE						
DATE TITLE						
TOTAL DEPOSITED						

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3700 PROCEDURAL GUIDES AND CONTROLS FOR MANUAL ISSUANCE
AND SALE

63-3700

63-3710 MANUAL ISSUANCE AND SALES

63-3710

The county welfare department may elect to receive, issue, and account for food stamps itself or an agreement can be reached with some other agency. In either case the following basic fiscal controls must be met in a system of manual issuance. Some modifications of forms and procedure are possible, particularly for operations involving a relatively small number of transactions, but specific approval of the federal agency must be secured by the state in regard to deviations or modifications.

63-3720 SCOPE

63-3720

These guidelines are designed to cover the following functions involved in a manual issuance system:

- .1 Initial preparation of forms and distribution of coupons to cashiers prior to issuance.
- .2 Issuance of coupons.
- .3 Daily reconciliation and verification of transactions.
- .4 Maintenance of coupon inventory records.
- .5 Maintenance of current status records (DFA 286 or DFA 286.1) for FSP certified households.
- .6 Control of household program participation.
- .7 Maintenance of records to meet program reporting requirements.

The functions are explained in detail, including the completion of forms, methods of filing, and consideration of acceptable alternates.

63-3730 INTERNAL CONTROLS

63-3730

Internal control in the manual issuance system has two aspects:

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**CONTINUATION SHEET
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WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3731 SEPARATION OF RESPONSIBILITY

63-3731

Separation of responsibilities and authorities between a certification unit by the county which authorizes actions regarding individual households and an issuance unit which executes the actions. Checks and balances between the certification unit and the issuance unit are provided by routing confirmations of actions taken between the two.

63-3732 CONTROL OVER FISCAL TRANSACTIONS

63-3732

- .1 Control over fiscal transactions is provided through the use of:
 - .11 Individual Participation Records (DFA 286 or DFA 286.1) and Daily Tally Sheets (DFA 289). These records provide a basis on which the Issuance Supervisor can audit the total transactions; and an audit trail for administrative purposes.
 - .12 The Division of Issuance Responsibilities Between a Cashier, Supervisor, and Receptionist. It is recognized that because of a low sales volume at an issuance office or itinerant issuance point, it is not always feasible for the duties of receptionist and cashier to be performed by separate employees.
- .2 Therefore, the issuing agency may, if it desires to assume the additional risk, use a "one man" sales service whenever the sales volume at an issuance office or itinerant issuance point is low enough to enable one person to perform the duties of both cashier and receptionist without causing inconvenience to participants due to the extra time needed to complete transactions. The county must notify the **DBP-FSM** if the issuing agency intends to use a "one man" sales service.

63-3733 ACCUMULATION OF CASH

63-3733

In all procedures set forth hereinafter, the following policy shall govern: "Cash may be accumulated for deposit (or to obtain bank draft for transmittal to the Federal Reserve Bank) up to \$1,000 with deposits required on the last working day of each week, and the last working day of each month."

63-3740 DEFINITIONS

63-3740

- .1 Issuance Unit — A working group of employees consisting of a receptionist, one or more cashiers, and an Issuance Supervisor, depending on the workload of the county issuance office.
- .2 "One Man" Sales Service — One employee performing the duties of both receptionist and cashier as set forth in this manual.
- .3 Issuance Supervisor — Supervisor to whom members of an issuance unit are responsible for compliance and accuracy in the issuance and sale of coupons. The Issuance Supervisor does not necessarily have to be a member of the issuance unit.

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63-3750 BASIC FORMS FOR MANUAL ISSUANCE 63-3750

63-3751 DAILY REPORT OF FSP BOOKS ISSUED AND CASH RECEIVED (DFA 291) 63-3751

To be used by individual cashiers, for reporting, controlling, and balancing daily issuance transactions (or consider alternate Form DFA 293.1).

63-3752 COUPON BOOK INVENTORY RECORD (DFA 292) 63-3752

To be used as a perpetual inventory record to maintain accountability of books received and issued by the issuance office and the custodian of the bulk supply of coupon books.

63-3753 DAILY TALLY SHEET OF INDIVIDUAL TRANSACTIONS (DFA 289) 63-3753

To be used by the receptionist for recording individual daily transactions of cashiers as authorized by certification records and to provide information for various balancing requirements.

63-3754 INDIVIDUAL PARTICIPATION RECORD (DFA 286) 63-3754

The individual Participation Record (or HIR) shall be used as the basis for individual issuance transactions by the cashier; a continuing record of food coupons issued to individual households; a record of the participation of individual households; and for related balancing and auditing procedures as necessary. (Review alternate form DFA 286.1)

63-3755 IDENTIFICATION CARD (DFA 287) 63-3755

Prepared by the certification unit and given or mailed to the head of the household. Identifies the holder as eligible to purchase and use food coupons.

63-3756 SUMMARY OF DAILY REPORTS (DFA 293) 63-3756

Accumulates and provides a substantial portion of the information required on the FNS 250 report and participation statistics required in the FNS 256 report (review alternate Form DFA 293.1).

63-3757 NOTICE OF CHANGE FORM (DFA 288) 63-3757

When prepared by the certification unit it provides a basis on which the issuance unit makes changes to or terminates the Individual Participation Record (or HIR). When prepared by the issuance unit, it is used to notify the certification unit that issuance of ATP's has been suspended due to failure of the household to purchase food stamps for three consecutive months.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

63-3764 ISSUANCE OF COUPON BOOKS

63-3764

.1 Action by Receptionist:

Note that in many California counties the duties of receptionist can be combined with functions of cashier outlined below.

- .11 Requires the recipient to identify himself as the certified recipient or authorized representative, through presentation of the Food Stamp Identification Card (DFA 287).
- .12 Pulls Individual Participation Record from file.
- .13 Compares Individual Participation Record with Identification Card to determine that it pertains to the proper household.
- .14 Ascertains the recipient's ability to put up required cash.
- .15 Selects the Daily Tally Sheet of the cashier to whom the recipient will be sent to purchase coupons and records the following information exactly as it appears on the Individual Participation Record:

Case number in Column A.

Cash requirement in Column D.

Face value of coupons to be issued in Column E.

- .16 Sends the Individual Participation Record to the designated cashier for the sale of coupons.
- .17 At the end of the day, totals Columns D and E of the Daily Tally Sheet form.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

63-3758 STATISTICAL REPORT (DFA 296)

63-3758

Designed to provide a record of eligible FSP households, public assistance and nonassistance types, for program reporting purposes.

63-3760 ISSUING PROCEDURE

63-3760

63-3761 CASHIER'S DAILY REPORT FORM

63-3761

The Office Supervisor initiates the Cashier's Daily Report Form (DFA 291) for each cashier by completing the following:

- .1 Cashier's name, date, name and address of issuing unit.
- .2 Number of coupon books, by denomination, in possession of cashier (if any) at the beginning of the day or the books left over from the previous day's sales which are now being returned to the cashier, on Line 1, Columns A, B, C, and D.

Note: It is suggested that each cashier's initial supplies be the same as those remaining at the close of the previous day's business. In that way, the beginning entries on Line 1 of each Individual Daily Report will agree with the closing entries on Line 5 of the preceding day's for, and it will not be necessary to enter on the inventory records the return by and subsequent reissue to the cashier of the books remaining at the end of the day.

- .3 Number of additional books distributed to each cashier at the start of the day (generally, coupon books should be distributed in sealed boxes of 250 each), on Line 2, Columns A, B, C, and D. Record the distribution of coupon books to individual cashiers on the Coupon Book Inventory Record and obtain initials of cashier on Line 2 of the Cashier's Daily Report.
- .4 The amount of operating change issued to individual cashiers on Line 14. Obtain the initials of the cashier on Line 14 to the right of the amount to evidence receipt of the change funds.
- .5 The Cashier's Daily Report may be retained by either the cashier or the Office Supervisor until further entries are necessary.

63-3762 INITIAL ENTRIES ON THE DAILY TALLY SHEET FORM

63-3762

The receptionist should prepare and maintain one copy of the Daily Tally Sheet (DFA 289) for each cashier in the issuance unit.

63-3763 INDIVIDUAL PARTICIPATION RECORD (OR HIR)

63-3763

The Individual Participation Record (DFA 286 or DFA 286.1) previously prepared by the certification agency and furnished to the issuance office, will be available to the receptionist during the period the issuing office is open for business.

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**CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

63-3764 ISSUANCE OF COUPON BOOKS (Continued)

63-3764

.2 Action by Cashier

- .21 Receives Individual Participation Record forwarded from receptionist and makes the following entries on the appropriate lines of that record:**

Date of coupon issuance.

Amount of cash to be received from the recipient (purchase requirement).

Total face value of coupons to be issued.

Initials of cashier.

Note: Except for the date, this information should be identical to that in the upper portion of the Individual Participation Record form.

- .22 Using mandatory issuance tables in Chapter 63-9000, counts off the proper number of coupon books from supply.**
- .23 Accepts purchase requirement in amount required as stated on Individual Participation Record. (In cases where purchase requirement is satisfied in part or in whole by a Voucher, examine the Voucher to determine that it fully satisfies the identification, eligibility period, signature, or other local agency requirements.)**
- .24 Obtains recipient's signature on the Individual Participation Record as receipt.**
- .25 Issues coupon books to recipient.**
- .26 If the purchaser is the head of the household, he signs each of his books before leaving the office. If the purchaser is an authorized representative, instruct him to remind the household head to sign each book as soon as they are delivered to him.**
- .27 Retains the Individual Participation Record until the end-of-day balancing operation.**

63-3765 SUPPLEMENTAL ISSUANCE OF COUPON BOOKS TO CASHIER

63-3765

When necessary, to replenish the supply of coupon books held by the cashier, the Office Supervisor:

- .1 Determines the number of additional books to be issued. It is recommended that books be issued to cashiers in the sealed boxes.**
- .2 Delivers the additional books to the cashier.**
- .3 Enters the number of books, by denomination.**
- .4 Records the distribution of books in the Coupon Book Inventory Record.**
- .5 Obtains the initials of the cashier on the Cashier's Daily Report.**

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-3770 ACCOUNTING AND RECONCILIATION OF BOOKS AND CASH

63-3770

63-3771 HANDLING OF CASH RECEIPTS

63-3771

- .1 As necessary or prudent during the day, the Office Supervisor:
 - .11 Accepts accumulated cash receipts from the cashier.
 - .12 Enters the amount of such accepted cash on the Cashier's Daily Report form.
 - .13 Initials as having received the cash to the right of the amount.
- .2 Office Supervisor prepares deposit in accordance with instructions.

63-3772 END OF DAY RECONCILIATION AND VERIFICATION OF
TRANSACTIONS

63-3772

.1 Action by Cashier

- .11 At the end of the day, reconciles total cash receipts and value of books issued with the cash due and coupon value authorized by executed Individual Participation Records and with the Receptionist Daily Tally Sheet in accordance with the instructions for use of DFA 291.
- .12 Forwards change fund and Coupon Book Inventory to Issuance Supervisor or places in security storage, depending on local agency policy.
- .13 Forwards Individual Participation Records, Cashier's Daily Report, Daily Tally Sheet, and cash receipts to the Issuance Supervisor. (The cashier will not forward the cash receipts if, in accordance with local agency policy, the cashier is responsible for the deposit of cash. If the cashier deposits the cash receipts, then the cashier will forward the copy of the deposit form to the Issuance Supervisor.)
- .14 Forwards mutilated and improperly manufactured books returned by recipients to the Supervisor.

.2 Action by Issuance Supervisor

- .21 Takes a physical count of the coupons on hand and makes a comparison with the number shown on Line 5 of the Daily Reconciliation Report (unless the cashier is responsible for all coupons stored in the issuance office and returns them to storage. However, the Supervisor should take the physical inventory of coupon books at the end of the month.)
- .22 Takes a physical count of the cash receipts and makes a comparison of this amount (or amount shown on the deposit form if receipts are deposited by cashier) with the amount shown on the Daily Reconciliation Report.
- .23 Verifies that the cash requirement and coupon value totals of the executed Individual Participation Records (and shown on the Daily Report) agrees with the amounts shown on the Cashier's Daily Report and the Daily Tally Sheet.

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(Pursuant to Government Code Section 11380.1)

63-3773 DEPOSIT OF CASH RECEIVED

63-3773

The Office Supervisor prepares the deposit of cash receipts (unless delegated to the cashier). See Section 63-3360. In some situations the county must secure bank drafts rather than deposit the money. If so, the county takes the cash to the bank, secures a bank draft, and transmits it on FNS-282 to the nearest Federal Reserve Bank.

63-3780 ACCOUNTING AND STATISTICAL REPORTS

63-3780

63-3781 SUMMARY OF DAILY REPORTS

63-3781

The Office Supervisor:

Posts information from Cashier's Daily Reports to the Summary of Daily Reports.

Posts household participation statistical information from executed Individual Participation Records to Summary of Daily Reports.

63-3782 MAINTENANCE OF CURRENT STATUS RECORDS

63-3782

All changes in status for individual FSP households must be authorized by the certification unit. Changes normally originate through a recipient interview, a case record review, or a recertification to extend the eligibility period of the household and are initiated by a Notice of Change (Form DFA 288).

.1 Certification Unit

Interviews recipient or reviews case record to determine appropriate changes in household participation and to initiate timely notification to household when recertification is due. Any change affecting the size or type of household, the period of certification, or the basis of issuance must be reported to the issuance unit on Notice of Change form.

- .11 Prepares Notice of Change in triplicate.
- .12 Forwards original and one copy of Notice of Change to issuance unit.
- .13 Files copy by case number in suspense file until receipted copy is returned by issuance unit, then destroys suspense copy and files receipted copy in case record.
- .14 Case record to file.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

63-3782 MAINTENANCE OF CURRENT STATUS RECORDS

63-3782

.2 Issuance Unit

- .21 Receives Notice of Change form from certification unit.
- .22 Pulls Individual Participation Record and makes appropriate changes. (If this change results from a recertification of a household previously cancelled due to expiration of eligibility, Individual Participation Record may be in the inactive file.)
- .23 Accumulates information for DFA 296 if responsibility has been assigned to Issuing Unit.
- .24 Files Individual Participation Record alphabetically or by case number depending on volume.
- .25 Files original Notice of Change form by case number.
- .26 Receipts and returns copy of the Notice of Change form to certification unit as evidence of change having been made.

63-3783 CANCELLATION OF FSP HOUSEHOLDS DUE TO EXPIRATION
OF ELIGIBILITY

63-3783

At the close of the certification period, the Individual Participation Record (or HIR) shall be reviewed to select and segregate those with expired eligibility dates which have not been recertified by the certification unit.

.1 Issuance Unit

- .11 Reviews Individual Participation Records and selects those with expired eligibility dates.
- .12 Prepares Notice of Change form in duplicate.
- .13 Forwards original to certification unit.
- .14 Files Notice of Change form by case number.
- .15 Notes "Cancelled Due to Expiration of Eligibility" on Individual Participation Record.
- .16 Posts information to Data Control Record.
- .17 Files Individual Participation Record in the inactive records file by case number or alphabetically.

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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

63-3783 CANCELLATION OF FSP HOUSEHOLDS DUE TO EXPIRATION
OF ELIGIBILITY (Continued)

63-3783

.2 Certification Unit

- .21 Upon receipt of Notice of Change form, checks case record to determine why issuance unit was not notified that household was recertified or cancelled.
- .22 Prepares Notice of Change form in triplicate noting current status of household.
- .23 Forwards original and one copy to the issuance unit.
- .24 Retains copy in suspense file until receipted copy is returned by issuance unit, then destroys suspense copy and files receipted copy in case record.

.3 Issuance Unit

- .31 Upon receipt of Notice of Change form, determines status of household.
- .32 If household has been cancelled:
 - (1) Removes from file the copy of the Notice of Change form that was prepared to notify certification unit that household was cancelled due to expiration of eligibility.
 - (2) Attaches Notice of Change form prepared by certification unit to copy of Notice of Change form initiated by the issuance unit and refiles by case number.
 - (3) Signs and returns copy of Notice of Change to certification unit.
- .33 If household has been recertified:
 - (1) Removes Individual Participation Record from the inactive records file.
 - (2) Posts changes to Individual Participation Record and returns to active file.
 - (3) Adjusts as necessary the data for DFA 296.
 - (4) Attaches Notice of Change prepared by certification unit to the copy of the form initiated by the issuance unit and refiles by case number.
 - (5) Signs and returns copy of Notice of Change form to certification unit.

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(Pursuant to Government Code Section 11380.1)

63-3784 CONTROL OF HOUSEHOLD PROGRAM PARTICIPATION

63-3784

The issuance unit is responsible for the periodic review of activities to determine whether eligible households are participating in the program and for notifying certification unit of recertification due prior to expiration dates. This review is accomplished through a physical check of the Individual Participation Records (or HIR) prior to the close of the certification or purchase period.

.1 Issuance Unit

- .11 Monitors Individual Participation Records (or HIR) to select and segregate those not participating for three consecutive months and those falling due for recertification.
- .12 Returns records not being suspended to file.
- .13 Notes "Suspended for Failure to Participate" on the Individual Participation Record (or HIR).
- .14 Records changes for DFA 296.
- .15 Prepares Notice of Change form in duplicate.
- .16 Forwards original to certification unit.
- .17 Files copy of Notice of Change by case number.
- .18 Files Individual Participation Record in the inactive file.

63-3785 FEDERAL ACCOUNTING AND INVENTORY REPORT

63-3785

The end result of each monthly operation is a report filed on Form FNS-250. This should be prepared by the office supervisor or cashier and mailed to reach FNS not later than the 20th calendar day of the following month.

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**CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

CHAPTER 63-4000 COUPON REPLACEMENT, REFUND, LOSSES

63-4100 COUPON REPLACEMENT

63-4100

**63-4110 REPLACEMENT OF COUPONS OR FOOD LOST OR DESTROYED AFTER
ISSUANCE**

63-4110

See Section 63-2264.74

63-4120 REPLACEMENT PROCEDURES FOR COUPONS LOST IN THE MAIL

63-4120

- .1 When a household reports in person or writing the nondelivery of coupons issued through the mail, the issuance office should review its records to insure that the mail order transaction was completed and the books were actually mailed.
- .2 Insure that sufficient time has elapsed for the books to have been received by the household or returned to the sender; and review the log for possible return of the undelivered coupons.
- .3 Take other action including consultation with postal authorities, as is warranted by the nature of the reported nondelivery. However, if available facts indicate there is a reasonable cause for nondelivery, a replacement issuance shall be made to the household pending completion of the inquiry. At no time shall a replacement issuance be delayed beyond five days after the report of nondelivery has been received.
- .4 Take special care when there is more than one reported nondelivery by a household. When there are repeated reports of nondelivery by the same household, consider other means of issuance, such as:
 - .41 Using special delivery or registered mail;
 - .42 Arranging for the household to pick up its coupon allotment at the local post office; or
 - .43 Assigning the household to a nonmail issuance procedure.
- .5 When it is determined that a replacement is proper, a form DFA 303A or B should be prepared in the appropriate number of copies.
- .6 If the replacement books are being issued over the counter, the household certification for Form DFA 303A or B can be completed at that time. However, if the replacement issuance is to be mailed, the original of Form DFA 303A or B should be enclosed with the coupons with a self-addressed, stamped envelope for returning the original after it is signed by the household. A copy of Form DFA 303A or B should be retained in a suspense file pending the return of the original. A system of follow-up controls should be established to insure that the originals are returned.

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(Pursuant to Government Code Section 11380.1)

63-4120 REPLACEMENT PROCEDURES FOR COUPONS LOST IN THE MAIL
(Continued)

63-4120

- .7** Reflect the report of nondelivery and the date of replacement on the **Food Stamp Mail Issuance Report (Form FNS 259)**.
- .8** If a household reports the nondelivery of a mail issuance in the month following the month of the original transaction, the household shall not receive a replacement issuance; however, the household shall be entitled to a refund of the purchase requirement. **See Section 63-4250.**
- .9** Replacement issuances will result in an inventory shortage (overissuance) which will appear in Block 3, Bonus Difference, on Form FNS 250. The total number and value of replacements issued during the month shall be clearly identified in the Remarks block of Form FNS 250.
- The Finance and Program Accounting (FI) Division, FNS, will authorize inventory credit for all replacement issuances properly shown on Form FNS 250 and supported by Form FNS 259, Food Stamp Mail Issuance Report.
- Original coupon allotments subsequently recovered by the issuance office during the current month shall be returned to inventory, eliminating the inventory shortage created by the replacement issuance. There will be no difference to reflect and Form FNS 250 will balance. Notify the post office of the return of coupon allotments previously reported as lost in the mail.

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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

**63-4130 ESTABLISHING CLAIMS FOR REPLACEMENT OF IMPROPERLY MANUFACTURED 63-4130
 OR MUTILATED FOOD COUPON BOOKS RETURNED BY RECIPIENTS**

(To establish claims for improperly manufactured or mutilated food coupon books found prior to issuance, see Section 63-5300)

The Issuance Office, upon receipt of a returned book(s) shall:

- .1 Examine the food coupon book(s) as outlined in Exhibit 63-4130, Guidelines for Examining Food Coupon Books Returned by Recipients.
- .2 If the request for replacement or the damage claim appears valid:
 - .21 Determine the amount of the replacement and issue coupon books in this amount to the participant. Remove coupons from the replacement book(s) in the amount already used by the claimant. It is not necessary that replacements be made with books of the same denomination as those returned by the participant.

 EXAMPLE: A recipient returns a \$30 coupon book containing \$20 worth of damaged coupons. (The other \$10 worth of coupons had been spent for eligible foods.) Replace it with two \$10 coupon books.
 - .22 Write or stamp "cancelled" across the damaged and removed coupons.
 - .23 Take inventory credit on the FNS-250 (Coupon Book Report) in space provided.
 - .24 Enter explanation of inventory reductions in "REMARKS" section of FNS-250 Coupon Book Report.
- .3 Send the replaced books and coupons at the end of the month with the FNS 250 Coupon Book Report.
- .4 If there is doubt that the request for replacement or the damage claim is valid, do not replace the book(s):
 - .41 Prepare a written statement of all known facts and result of examination, and
 - .42 Send the statement and the book(s) immediately to DBP-FSM for review and transmittal to FNS.
 - .43 FNS will process and settle claims in accordance with Section 63-5400.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

63-4130 ESTABLISHING CLAIMS FOR REPLACEMENT OF IMPROPERLY MANUFACTURED OR MUTILATED FOOD COUPON BOOKS RETURNED BY RECIPIENTS 63-4130
(Continued)

EXHIBIT 63-4130

GUIDELINES FOR EXAMINING FOOD COUPON BOOKS RETURNED BY RECIPIENTS

This exhibit contains the instructions for examining alleged improperly manufactured or mutilated coupon books.

Because recipients have their own food money invested in coupons, it is important to replace promptly any food coupon books returned because of manufacturing errors or damages. Reviewing officials shall use the following guidelines in making such determinations.

I. IMPROPERLY MANUFACTURED FOOD COUPON BOOKS

- A. Books returned with printing errors should not present any special problems. However, be certain that:
1. The proper number of coupons are in the book, and
 2. There actually is an error in the printing.
- B. Books with alleged assembling errors should be examined carefully as follows:
1. Count the stubs in the book at both the top and bottom edges of the book to be sure that no portion of the stub of the alleged missing coupon is in the book. If the stubs are in the book(s), it is recommended that no replacements be made until a determination is made by FNS.
 2. Examine the staples and the stapling of the book to determine if there are:
 - a. Any loose or bent staples;
 - b. Any indications that the book has been taken apart and restapled; or
 - c. Other conditions that might show whether or not the books contained the proper number of coupons at the time of issuance.
 3. Do not bend or remove the staples while examining the books. The condition and presence or absence of the staples is considered by FNS when making a determination.

II. MUTILATED FOOD COUPON BOOKS

Food coupon books that are properly manufactured may be accidentally mutilated.

- A. If full replacement is requested, check to be sure that all coupons are in the book. If some coupons are missing, question the recipient to be sure he did not use them before the damage occurred. He may have forgotten that they were used or someone may have removed them without his knowledge.
- B. Examine coupon books that contain portions of coupons. It is not recommended that replacement be made when less than three-fifths of a whole coupon is present.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

63-4200 REFUNDS

63-4200

63-4210 REFUNDS FOR PURCHASE REQUIREMENT OVERPAYMENT

63-4210

This section applies only when a household has been overcharged for its coupon allotment. Such overcharges usually are the result of a failure by county agencies to take prompt action on changes in household circumstances which have been brought to their attention, although some may be caused by error in computation of the purchase requirement or by issuance malfunction. In general, if the purchase price paid by the participant was correctly computed on the basis of information available to the county at the time the issuance was made, no overcharge has occurred and no refund will be made. Refunds shall not be made on the basis of changes in household circumstances which are made known to the county for the first time after coupon allotment for the affected period has been issued. Refunds shall not be made for an underissuance in either the amount of the total coupon allotment or in the amount of bonus coupons. Refunds for overcharges in the purchase requirement shall not be accomplished by reduction of a subsequent purchase requirement or the provision of additional bonus coupons. Coupon underissuances may entitle a household to a retroactive benefit on the basis of wrongful denial or delay. For households which have been wrongfully denied, delayed, or terminated food stamp benefits, see Section 63-4300 Retroactive Benefits.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4211 CIRCUMSTANCES REQUIRING A CASH REFUND

63-4211

When it is determined that a recipient has been overcharged for his food coupon allotment because of error by certification or issuance personnel in the administration of the Food Stamp Program, a cash refund shall be made to the recipient for the amount of the overcollection provided the recipient does not owe an unpaid balance on a recipient fraud claim. When a recipient owes an unpaid balance on a fraud claim and he is due a refund for overcollection of his purchase requirement, the amount of the overcollection shall be applied against the amount of the fraud claim. If the amount due the recipient is larger than the debt, the balance will be refunded to the recipient.

63-4212 PROCEDURE

63-4212

When the county determines that a recipient is due a cash refund because of an overcharge for a food coupon allotment, Form FNS-293, Refund for Overpayment of Food Coupon Issuance, shall be prepared in not less than an original and two copies. (See Chapter 63-9000 for instructions for completing Form FNS-293.) When a refund is ordered by a Fair Hearing decision, a copy of that decision, which clearly identifies the issue(s) in dispute, must be provided.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4212 PROCEDURE (Continued)

63-4212

If the refund is applied against an unpaid balance owed by the recipient on a fraud claim, the sum so applied shall be reported to the Finance and Program Accounting (FI) Division, on the monthly transmittal listing of payments in accordance with instructions in Manual Section 63-4660.2.

63-4213 CASH REFUNDS FROM FOOD STAMP CASH RECEIPTS

63-4213

In offices that have over-the-counter food stamp sales, refunds should be made directly to the recipient from current cash receipts. When such refund is made, the refunding office shall complete Form FNS-293 as follows:

- .1 Verify the computation of the refund as shown in Item 8.
- .2 Enter the date the refund payment is made in Item 10.
- .3 Have the recipient sign the original and all copies (Item 11) as a receipt for the payment.
- .4 Reflect the refund as an undercollection on Form FNS-250, Food Coupon Book Report. The refund will reduce the "Total Deposited" as shown in the Deposit Summary and on line 1B(1) of the Sales and Collection Summary, on Form FNS-250 (see Exhibit 63-4210). The total amount of the refund, less any sum applied against a recipient claim, shall be reflected on Form FNS-250.
- .5 Include an appropriate notation in the "Remarks" section on Form FNS-250, listing the specific refunds made during the month.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4213 CASH REFUNDS FROM FOOD STAMP CASH RECEIPTS (Continued) 63-4213

- .6 Attach the original FNS 293 and a copy of any Fair Hearing decision involved to Form FNS 250 and forward to the:

Finance and Program Accounting Division, FNS

U.S. Department of Agriculture

Washington, D.C. 20250

- .7 File one copy in the recipient's case file.

- .8 Retain one copy for audit purposes.

63-4214 REFUNDS FROM COUNTY FUNDS

63-4214

In offices that do not have cash receipts available from over-the-counter food stamp sales, refunds should be made directly to the recipient from county funds. The refunding office shall complete Form FNS-293 in accordance with Section 63-4213, above, and instructions provided in Chapter 63-9000.

63-4215 REFUNDS BY THE FOOD AND NUTRITION SERVICE

63-4215

In offices that do not have over-the-counter sales or are not permitted by local statute to use county funds, requests for refunds shall be submitted to the Finance and Program Accounting Division, FNS-USDA, Washington, D.C. 20250. The requesting office shall complete Form FNS-293 according to instructions in Chapter 63-9000. The recipient should be notified that a refund has been requested. The requesting office should make direct inquiry to the Finance and Program Accounting Division, FNS-USDA if, after 60 days, the recipient reports that the refund has not been received.

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4215 EXHIBITS

63-4215

FORM FNS-250 (11-71)

FORM APPROVED OMS NO. 40-R3188

U.S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE FOOD COUPON BOOK REPORT	PROJECT CODE 071098888	PROJECT NAME & STATE County & State	REPORT FOR (Insert numbers) MONTH 0 8 YEAR 7 1
REPORTING OFFICE (Address & Zip Code) County Dept. of Public Welfare Address			

	TYPE A - \$2.00	TYPE B - \$3.00	TYPE C - \$10.00	TYPE E - \$30.00
BEGINNING INVENTORY	2,769	4,625	1,840	1,429
SHIPMENTS RECEIVED				
RETURNS RECEIVED				
TRANSFERRED THIS MONTH				
RETURNED TO FNS				
TOTAL AVAILABLE	2,769	4,625	1,840	1,429
ENDING INVENTORY	2,442	3,055	1,379	240
INVENTORY CHANGE	327	1,570	461	1,189
BOOK VALUE	x \$2.00	x \$3.00	x \$10.00	x \$30.00
VALUE OF INVENTORY CHANGE	\$ 654.00	\$ 4,710.00	\$ 4,610.00	\$35,670.00

SALES AND COLLECTION SUMMARY		DEPOSIT SUMMARY				
		NAME OF BANK	CONFIRMED DATE	TRANS. NO.	CO. NO.	AMOUNT
1. Actual Sales and Collections		Name of Bank	08:02:71		6	12,325.00
A. Total Value of Books Issued	\$ 45,644.00	where deposit of	08:03:71		7	3,560.00
B. Collections and Reports		funds is made	08:04:71		8	1,250.00
(1) Total Deposited	27,670.00		08:11:71		9	975.00
(2) Vouchers Received From			08:16:71		10	7,875.00
Current Month's Sales			08:17:71		11	1,325.00
(3) Collections From Prior Months			08:24:71			360.00
(4) Current Month's Participant						
Payments [(1)+(2)-(3)]	27,670.00					
C. Bonus	17,974.00					
2. Authorized Sales and Collections						
A. Total Value of Authorized Issuance	45,644.00					
B. Required Participant Payments	27,680.00					
C. Bonus	17,964.00					
3. Bonus Difference [1.C. - 2.C.]	\$ 10.00					

REMARKS <p>*Undercollection - \$10.00 refund made to Sam Roe for overpayment of purchase requirement.</p>	NOTE: THESE AMOUNTS MUST ALWAYS AGREE. IF THEY DO NOT EXPLAIN IN REMARKS.
I CERTIFY that (1) the number of books reported as "Ending Inventory" was determined by actual count, and (2) all monies collected for the sales of coupons have been deposited for credit to the account of Food and Nutrition Service.	
/s/ Max Abel SIGNATURE	
9/1/71 DATE	
Food Stamp Officer TITLE	
	TOTAL DEPOSITED 27,670.00

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4220 COUPON BOOKS RETURNED FOR REFUND

63-4220

- 1 Whenever a participating household voluntarily elects to terminate program participation or in event of the head of household's death, the household or other claimants may return any unused coupons to the county certifying agency and on submittal of an acceptable written or typed refund request, be refunded on the same ratio of cash to coupons as was applied by the certifying agency in the authorization for the issuance of the coupons, using the following formula:

$$\text{Refund} = \frac{(\text{original purchase requirement}) \times (\text{total value of coupons returned})}{\text{total value of allotment authorized}}$$

Example: Total value of coupons returned — \$ 75
 Total value of authorized allotment 108
 Original purchase requirement — 10

$$\text{Refund} = \frac{\$10 \times \$75}{108} = \$6.94$$

If the returned coupons were obtained under more than one basis of issuance, the same formula is used, multiplying the total of the purchase requirements by total value of the coupons returned and dividing the result by the value of the total coupon allotments.

Example: Total value of coupons returned = \$173
 Multiple original purchase requirements - (\$11 and \$10)
 Total original purchase requirements - (\$11 + \$10) = \$21
 Multiple authorized allotments - (\$128 and \$108)
 Total authorized allotments = (128 + \$108) = \$236

$$\text{Refund} = \frac{\$21 \times \$173}{\$236} = \$15.39$$

- 2 In cases where PAW participants return a complete coupon issuance (monthly allotment) for a refund, counties must make a direct refund to the claimant from their food stamp sale collections or from county funds, completing and submitting to FNS, Form DFA-304 (Report Record of PAW Return/Refund). See Section **63-4230 for detailed information on PAW-refunding.**
- 3 In all other cases, refunds to claimants for returned unused coupons may be made (1) direct by the county or (2) by FNS on request from the county. When direct refunding is made by county, preparation and submittal of federal Form FNS-287, NOTIFICATION OF UNUSED FOOD COUPONS, is required. When FNS is requested to make the refund, federal Form FNS-288, Request for Claimant Reimbursement, is prepared and submitted with the claimant's written request for refund.
- 4 All refund claims must be documented by a signed and dated request from the claimant, typed or written in ink, containing claimant's address and any additional statements or materials as required in the **following section:**

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4221 ORDER OF PRECEDENCE OF CLAIMANTS - VOLUNTARY TERMINATION 63-4221

In the event of voluntary termination of participation in the program, requests for refunds may be submitted by claimants in the following order of precedence:

- .1** The household member who applied for program participation, or his or her spouse.
- .2** When the head of the household is incompetent, by a guardian, a close relative, or other individual who has assumed either partial or complete responsibility for the care and custody of the incompetent. The claimant's request shall describe the relationship between the claimant and the incompetent, and shall certify that the appointment of a legal representative is not contemplated and that the refund shall be used for the benefit of the incompetent.
- .3** In any event, by the county, when the county public assistance agency has directly paid the purchase requirement. The request should certify that the county agency has directly paid the purchase requirement.

63-4222 ORDER OF PRECEDENCE OF CLAIMANTS - DEATH OF HEAD OF HOUSEHOLD 63-4222

In event of the head of household's death, requests for refunds may be submitted by claimants in the following order of precedence:

- .1** By the administrator, executor, or other legally authorized representative of the estate. In addition to the request, a copy of the court order establishing the executor's appointment, or other document legally establishing the claimant's authority to represent the estate shall be required.
- .2** By the sole heir to the estate in absence of a legally authorized representative.
- .3** By any one of a number of heirs to the estate if there is more than one heir. The claimant's request shall certify that the refund will either be applied toward the payment of outstanding obligations of the decedent or shared with the other heirs in accordance with the laws of the state in which the decedent resided.
- .4** In any event, the county, when the county public assistance agency has directly paid the purchase requirement. This request shall certify that the county agency has directly paid the purchase requirement.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4223 DIRECT REFUNDING BY COUNTY FOR RETURNED COUPONS

63-4223

- .1** In counties which have over-the-counter transactions, refunds may be made from collections from the sale of food stamps, if available. This method is to be used only in making refunds to claimants other than the county public assistance agencies. The refunding office must:
- .11** Verify the documentation and the claimant's right to a refund.
 - .12** Prepare Form FNS-287, Notification of Unused Food Coupons Returned for Refund, in duplicate.
 - .13** Obtain the basis of issuance (from records or certifying agency) and compute the refund using the above described formula.
 - .14** In making refunds from collections received from the sale of food stamps an undercollection will result and will reduce the "Total Deposited" on Form FNS-250, Food Coupon Book Report. An appropriate notation should be made in the "Remarks" section of the report, listing the specific refunds made during the month **(See Exhibit 63-4230-B)**.
 - .15** Write or stamp "cancelled" across the face of the food coupons, hold until the end of the month, and forward them with the original of the Form FNS-287 to:

Finance and Program Accounting Division
 Food and Nutrition Service
 U. S. Department of Agriculture
 Washington, D.C. 20250

The Finance and Program Accounting (FI) Division will make appropriate adjustments at the end of the semiannual accounting period.

Retain documentation and one copy of Form FNS-287 for audit purposes.

- .2** In offices which do not have over-the-counter transactions or do not have collections from the sale of food stamps available, refunds may be made directly to claimants by county check. This method is to be used only in making refunds to claimants other than county agencies. The refunding office following the same procedures as listed above, disregarding Item No. **.14**.

The Finance Division will make reimbursement directly to the county agency originally making the refund to the claimant.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

**63-4224 REFUNDING BY FNS TO COUNTY WELFARE DEPARTMENTS
 FOR RETURNED COUPONS**

63-4224

The following method shall be used when refunds from FNS are requested by county public assistance agencies, and may be used in handling refunds to other claimants. For reimbursements to County Welfare Departments of PAW purchase requirements, see Section 63-4240. The county agency:

- .1 Reviews the claim to insure that it is properly documented.
- .2 Prepares Form FNS-288, Request for Claimant Reimbursement for Unused Food Coupons, in duplicate.
- .3 Obtains basis of issuance and computes refund using the above described formula.
- .4 Writes or stamps "cancelled" across the face of the food coupons and forwards them, the original claimant's refund request, along with any other supporting documents required, and the original Form FNS-288 to the Finance Division, FNS. A check will be sent directly to the claimant.
- .5 Retain one copy of Form FNS-288 and copies of the documentation for state or local agency files for audit purposes.

63-4225 HANDLING UNUSED COUPONS WHEN NO REIMBURSEMENT IS REQUESTED

63-4225

Unused food coupons for which no refund is requested, i.e., unclaimed coupons and coupons returned because owner's identity or whereabouts is unknown (does not include nondelivered mail issuances) are to be handled as follows:

- .1 Obtain a signed statement to the effect that no refund is requested or that the owner's identity or whereabouts is unknown.
- .2 Complete an original and one copy of Form FNS-288.
- .3 Cancel the coupons as indicated above, and forward them with the signed statement and original Form FNS-288 to the Finance Division.
- .4 Retain one copy of Form FNS-288 and copies of the documentation in county files for audit purposes.

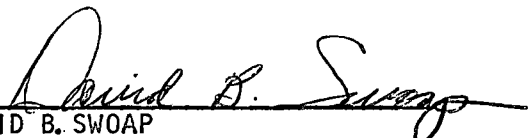
DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

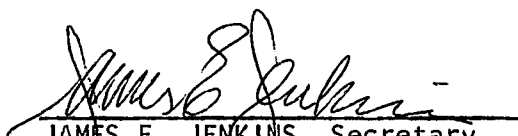
(Pursuant to Government Code Section 11380.1)

There are no state mandated local costs in these regulations that require reimbursement under Section 2231 of the Revenue and Taxation Code because these regulations merely affirm for the state that which has been declared existing law or regulations through action by state and federal law and federal regulations and instructions.

Adopted by:


DAVID B. SWOAP
Director of Benefit Payments

Approved by:


JAMES E. JENKINS, Secretary
Health and Welfare Agency

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4230 PAW REFUNDS TO RECIPIENTS

63-4230

63-4231 RETURN/REFUND REQUIREMENTS

63-4231

- .1 Provisions must be made to allow any PAW participant to return his coupon allotment and receive immediate (on date of coupon return) payment of the withheld purchase requirement, provided that the allotment returned represents at least one complete issuance. At least one location must be provided in each county where PAW participants may return their coupon allotment for a refund.
- .2 The PAW participant may return either a full or partial issuance. Refunds for a full issuance must be made immediately by the county in accordance with Section 63-4232. Refunds for issuances that have been partially used should be made by the county as provided in Section 63-4223; however, refunds may be requested from FNS in accordance with Section 63-4224.
- .3 Refunds shall be authorized by each member of the household from whose grant a portion of the total purchase requirement was deducted and payment made to each member equal to his portion of the withheld purchase requirement.

63-4232 PROCEDURE FOR PAW RETURN/REFUND

63-4232

- .1 Determine (from listing supplied by the withholding agency or from certification records) if the household is currently participating in the PAW program and its basis of issuance.
- .2 If the coupons returned represent a complete issuance, prepare a DFA 304, Return/Refund/Record in an original and one copy. Attach the copy to the Form FNS-250 report for that office and retain the original at the office for audit purposes.
- .3 If the refunding office has over-the-counter food stamp sales, make all refunds from current cash receipts.
- .4 If the refunding office does not have access to food stamp receipts, make refunds by a check drawn on county funds. County agencies wishing to use other funds for refund purpose shall submit their proposal to DBP-FSM as a request for deviation subject to FNS approval.

63-4233 ACCOUNTING FOR REFUNDS AND RETURNED COUPONS

63-4233

- .1 Refunding offices using current food stamp cash receipts shall return the coupons to their inventory and show the refund transaction on Form FNS 250 in accordance with Exhibit 63-4230-A.
- .2 If more than one refund is made by an office during a month, only the total number and value of cash refunds and returned coupon allotments shall be shown on the Form FNS-250 report. However, a Record of Return/Refund Form DFA 304 for each transaction must be attached to verify the total figure.
- .3 Returned coupon allotments which have been signed or cannot be reissued shall be voided and returned to FNS as mutilated coupons. The refund transaction shall be shown on the Form FNS 250 report in accordance with Exhibit 63-4230-B.
- .4 Refunding offices using county funds shall void returned coupon allotments and forward them to the Finance Division with a properly completed Record of Return/Refund (DFA 304). The Finance Division, FNS, Washington, D.C., will directly reimburse the agency for the purchase requirements refunded. These transactions will not involve a Form FNS 250 report.

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4235 EXHIBITS - PAW REFUNDS TO RECIPIENTS

63-4235

EXHIBIT A**EXHIBIT 63-4230-A**

FORM FHS-250 (11-71)

FORM APPROVED OMS NO. 40-R3188

U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

PROJECT CODE

PROJECT NAME & STATE

REPORT FOR (insert number)

MONTH YEAR

FOOD COUPON BOOK REPORT

REPORTING OFFICE (Address & Zip Code)

Accounting for PAW Return/Refund -
Coupons Not in Reuseable Condition

	TYPE A - \$2.00	TYPE B - \$3.00	TYPE C - \$10.00	TYPE E - \$30.00
BEGINNING INVENTORY	11,967	26,813	72,811	2,369
SHIPMENTS RECEIVED				
RETURNS RECEIVED	* 2	* 4	* 1	* 4
TRANSFERRED THIS MONTH				
RETURNED TO FNS	2	4	1	4
TOTAL AVAILABLE	11,967	26,813	72,811	2,369
ENDING INVENTORY	10,993	22,346	63,763	1,335
INVENTORY CHANGE	1,274	4,467	9,048	1,034
BOOK VALUE	x \$2.00	x \$3.00	x \$10.00	x \$30.00
VALUE OF INVENTORY CHANGE	\$ 2,548.00	\$ 13,401.00	\$ 90,480.00	\$ 31,020

SALES AND COLLECTION SUMMARY**DEPOSIT SUMMARY**

		NAME OF BANK	CONFIRMED DATE	TRANS NO.	CO NO.	AMOUNT
1. Actual Sales and Collections						
A. Total Value of Books Issued	\$ 127,109.00					
B. Collections and Reports						
(1) Total Deposited	65,091.00					
(2) Vouchers Received From Current Month's Sales	* 31.00					
(3) Collections From Prior Months						
(4) Current Month's Participant Payments [(1)+(2)-(3)]	65,122.00					
C. Bonus	61,987.00					
2. Authorized Sales and Collections						
A. Total Value of Authorized Issuance	127,109.00					
B. Required Participant Payments	65,122.00					
C. Bonus	61,987.00					
3. Bonus Difference [1.C. - 2.C.]	\$ -0-					
REMARKS						
* PAW Returns/Refunds:						
Number Refund Return						
1 \$31 \$106						
Mutilated Coupons Attached - \$106						
I CERTIFY that (1) the number of books reported as "Ending Inventory" was determined by actual count, and (2) all monies collected for the sales of coupons have been deposited for credit to the account of Food and Nutrition Service.						
SIGNATURE						
DATE TITLE						
TOTAL DEPOSITED						

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4235 EXHIBITS - PAW REFUNDS TO RECIPIENTS (Continued) 63-4235

EXHIBIT B

EXHIBIT 63-4230-B

FORM FNS-250 (11-71) U.S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE		PROJECT CODE	PROJECT NAME & STATE	REPORT FOR (insert number) MONTH YEAR
FOOD COUPON BOOK REPORT		REPORTING OFFICE (Address & Zip Code) Accounting for PAW Return/Refund -		
Coupons not in Reuseable Condition				
	TYPE A - \$2.00	TYPE B - \$3.00	TYPE C - \$10.00	TYPE E - \$30.00
BEGINNING INVENTORY	11,967	26,813	72,811	2,369
SHIPMENTS RECEIVED				
RETURNS RECEIVED	* 2	* 4	* 1	* 4
TRANSFERRED THIS MONTH				
RETURNED TO FNS				
TOTAL AVAILABLE	11,969	26,817	72,812	2,373
ENDING INVENTORY	10,695	22,350	63,764	1,339
INVENTORY CHANGE	1,274	4,467	9,048	1,034
BOOK VALUE	x \$2.00	x \$3.00	x \$10.00	x \$30.00
VALUE OF INVENTORY CHANGE	\$ 2,548.00	\$ 13,401.00	\$ 90,430.00	\$ 31,020

SALES AND COLLECTION SUMMARY		DEPOSIT SUMMARY													
NAME OF BANK	CONFIRMED DATE	TRANS NO.	CG NO.	AMOUNT											
1. Actual Sales and Collections															
A. Total Value of Books Issued	\$ 127,109.00														
B. Collections and Reports															
(1) Total Deposited	65,091.00														
(2) Vouchers Received From Current Month's Sales	* 31.00														
(3) Collections From Prior Months															
(4) Current Month's Participant Payments [(1)+(2)-(3)]	65,122.00														
C. Bonus	61,987.00														
2. Authorized Sales and Collections															
A. Total Value of Authorized Issuance	127,109.00														
B. Required Participant Payments	65,122.00														
C. Bonus	61,987.00														
3. Bonus Difference [1.C. - 2.C.]	\$ -0-														
REMARKS															
<p>*PAW Returns/Refunds:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; font-size: x-small;">Number</td> <td style="text-align: right; font-size: x-small;">Refund</td> <td style="text-align: right; font-size: x-small;">Return</td> </tr> <tr> <td style="text-align: right;">1</td> <td style="text-align: right;">\$31</td> <td style="text-align: right;">\$106</td> </tr> <tr> <td colspan="3" style="text-align: right; font-size: x-small;">\$106</td> </tr> </table> <p>Mutilated Coupons Attached/</p> <p>I CERTIFY that (1) the number of books reported as "Ending Inventory" was determined by actual count, and (2) all monies collected for the sales of coupons have been deposited for credit to the account of Food and Nutrition Service.</p>							Number	Refund	Return	1	\$31	\$106	\$106		
Number	Refund	Return													
1	\$31	\$106													
\$106															
SIGNATURE															
DATE															
TITLE															
TOTAL DEPOSITED															

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4240 PAW REIMBURSEMENT TO COUNTY WELFARE DEPARTMENTS

63-4240

EXHIBIT 63-4240

EXHIBIT 63-4240
FORM APPROVED GDS NO. 457318A

FORM FNS-250 (11-71)

<p style="text-align: center;">U.S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE</p> <p style="text-align: center;">FOOD COUPON BOOK REPORT</p>	<p>PROJECT CODE _____ PROJECT NAME & STATE _____</p> <p>REPORTING OFFICE (Address & Zip Code) _____</p> <p>Accounting for Undelivered Mail Issuance Allotments Returned to Inventory</p>
--	--

	TYPE A - \$2.00	TYPE B - \$3.00	TYPE C - \$10.00	TYPE E - \$30.00
BEGINNING INVENTORY	11,967	26,813	72,811	2,369
SHIPMENTS RECEIVED				
RETURNS RECEIVED	* 2	* 6	* 2	* 6
TRANSFERRED THIS MONTH				
RETURNED TO FNS				
TOTAL AVAILABLE	11,969	26,819	72,813	2,375
ENDING INVENTORY	10,695	22,352	63,765	1,341
INVENTORY CHANGE	1,274	4,467	9,048	1,034
BOOK VALUE	x \$2.00	x \$3.00	x \$10.00	x \$30.00
VALUE OF INVENTORY CHANGE	\$ 2,548.00	\$ 13,401.00	\$ 90,480.00	\$ 31,020

SALES AND COLLECTION SUMMARY		DEPOSIT SUMMARY				
		NAME OF BANK	CONFIRMED DATE	TRANS NO	CO	AMOUNT
1. Actual Sales and Collections						
A. Total Value of Books Issued	\$ 127,109.00					
B. Collections and Reports						
(1) Total Deposited	65,122.00					
(2) Vouchers Received From Current Month's Sales						
(3) Collections From Prior Months						
(4) Current Month's Participant Payments [(1)+(2)-(3)]	65,122.00					
C. Bonus	61,987.00					
2. Authorized Sales and Collections						
A. Total Value of Authorized Issuance	127,109.00					
B. Required Participant Payments	65,122.00					
C. Bonus	61,987.00					
3. Bonus Difference [1.C.-2.C.]	\$ -0-					
REMARKS						
<p>*Undelivered PAW Issuance Returned to Inventory: Number: 2 Value: \$162.00</p> <p>I CERTIFY that (1) the number of books reported as "Ending Inventory" was determined by actual count, and (2) all monies collected for the sales of coupons have been deposited for credit to the account of Food and Nutrition Service.</p>						
SIGNATURE _____						
DATE _____ TITLE _____		TOTAL DEPOSITED _____				

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4240 PAW REIMBURSEMENT TO COUNTY WELFARE DEPARTMENTS

63-4240

63-4241 PAW COUPON ALLOTMENT

63-4241

The county welfare department may seek reimbursement from FNS for the purchase requirements of PAW coupon allotments returned to or recovered by the CWD under circumstances in which both the coupon allotment and the public assistance payment would normally be returned to or recovered by the CWD, such as the following:

- .1 Undelivered coupon allotments which are unclaimed at the end of the month and for which no replacement issuance has been made.
- .2 Coupon allotments returned or recovered from households which were ineligible for the public assistance payment from which the purchase requirement was withheld.

63-4242 HOUSEHOLD'S RIGHT TO REFUND

63-4242

Reimbursement to the CWD under 63-4241, above, does not negate the household's right to a refund should they submit a claim in a subsequent month for coupons lost in the mail. Such claims shall be honored and refunds made by the County Agency in accordance with 63-4250 (nondeliveries reported in subsequent months).

63-4243 DOCUMENTATION

63-4243

The county welfare department shall document its claim by submitting to the Finance and Program Accounting Division-FNS, Washington, D.C. a transmittal letter with a detailed listing of undelivered or recovered coupons that have been returned to inventory. The listing shall contain the:

- .1 Household name and case number.
- .2 Determination of household's status as outlined in Section 63-4241, above.
- .3 Value of coupon allotment and withheld purchase requirement.
- .4 Office or county on whose Form FNS 250 report the return to inventory is shown. All requests for reimbursement must be supported by an entry on Form FNS 250 (see Exhibit 63-4240).

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4250 MAIL ISSUANCE REFUNDS**63-4250**

If a household reports the nondelivery of a mail issuance in the month following the month of the original transaction, the household shall not receive the replacement issuance as provided in Section 63-4120; however, the household shall be entitled to a refund of the purchase requirement.

Refunds may be made from current food stamp receipts, by a check drawn on county funds, or by direct reimbursement from FNS.

63-4251 REFUNDS FROM FNS**63-4251**

All requests for refunds shall be sent to the:

Finance and Program Accounting Division
Food and Nutrition Service
U. S. Department of Agriculture
Washington, D.C. 20250

The request shall contain the information shown on Form DFA 303A (for regular mail issuances), and on Form DFA 303B (for PAW issuances). If cash refund is made by county, identify the Form FNS-250 on which the transaction appears.

Upon receipt of a request for refund, the Finance Division will reimburse the household or the county agency which previously issued a check to the household.

63-4252 REFUNDS FROM CURRENT FOOD STAMP RECEIPTS**63-4252**

If the refund was made from current food stamp receipts, the resulting undercollection shall be shown in Block 3, Bonus Difference, of Form FNS 250 and the total number and value of such refunds clearly identified in the Remarks block of the form. Upon receipt of a request for refund, the Finance Division will make an appropriate adjustment at the end of the semiannual accounting period.

Refunds for nondelivered coupons should be made from county funds or food stamp sales receipts whenever possible.

63-4253 TIME LIMITATION**63-4253**

FNS will not reimburse either the household or the county agency for nondeliveries reported by the household more than 60 days after the original mailing date unless the coupons have been returned as undelivered.

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4300 RETROACTIVE BENEFITS

63-4300

As the result of a fair hearing decision that a household was eligible for food stamps which were wrongfully denied, delayed, or terminated, the county will make retroactive benefits available to the head of the household through forward adjustment in the shortest time possible by reducing current purchase requirements where (1) the head of the household or person acting as his representative has requested a fair hearing within the time period specified in **63-2500** on or after July 31, 1972, (2) the household is determined by the fair hearing process to be entitled to food stamp benefits wrongfully delayed, denied or terminated, and (3) the head of the household is currently certified to participate in the program.

- .1 In those instances in which a conference results in a decision favorable to the household and the household requests a fair hearing, the matter will be heard by the state-designated hearing official as expeditiously as possible. Retroactive benefits shall then be made available to the head of the household as soon as administratively possible if the household is eligible in all other respects, and if at the hearing the hearing official concurs in the conference decision and determines that the head of the household and the county are in agreement as to the household's retroactive eligibility and no issue exists. In such case the hearing official will dismiss the case and render no formal decision. If the hearing official determines that a dispute does still exist, the hearing official will take evidence on the issues and the Director of the Department of Benefit Payments will issue an adopted decision on the matter.
- .2 With respect to households which have requested a fair hearing on or after July 31, 1972, and which are determined by the fair hearing process to be entitled to food stamp benefits wrongfully delayed, denied, or terminated, but which are not currently certified to participate in the program, the counties will make such retroactive benefits available to the head of the household only when the head of the household again becomes currently certified for Food Stamp Program participation under normal certification procedures.
- .3 Where there is no current certification or a zero purchase requirement, a credit of retroactive benefits will continue to exist to the claimant who was wrongfully denied food stamp benefits. When the claimant is again certified to participate in the Food Stamp Program above the zero purchase requirement level within this State, the county shall then make retroactive benefits available to the claimant pursuant to Section **63-4300**.
- .4 In no event shall the county make retroactive benefits available to any head of household who is not currently certified as eligible to participate in the Food Stamp Program.
- .5 The method by which the county shall make retroactive benefits available to households entitled thereto under Section **63-4300** is through reduction of the currently certified head of household's purchase requirement so that the reduction(s) will, in the shortest time possible, equal the amount of benefits lost.
- .6 When an ATP card or equivalent with a reduced purchase requirement is made available to a household pursuant to **63-4300.5**, the reduction in purchase requirement reflected on the card shall be considered retroactive benefits made available to the household regardless of whether the head of household or authorized representative chooses to avail himself of food stamp benefits pursuant to the ATP card or equivalent made available to him.
- .7 The county welfare department shall record the foregoing lost benefit transaction(s) in the case file of each household receiving or entitled to receive retroactive benefits and include a copy of the Fair Hearing decision.

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4300 RETROACTIVE BENEFITS (Continued)

63-4300

- .8** The county shall submit directly to FNS-Western Region Office, with a copy to DBP-PIB, a monthly report which itemizes the amount of benefits that have been restored. This report is to be received by FNS-WRO within twenty (20) days after the end of each reporting month and must contain the following information:
 - .81** The amount of benefits restored during the month by household name and case number.
 - .82** The reason or cause which resulted in the lost benefits.
 - .83** The period in which the lost benefits were incurred.
 - .84** The total number of cases during the month in which a hearing authority authorized retroactive benefits and the total amount of such benefits.

DO NOT WRITE IN THIS SPACE

63-4400 RECIPIENT COMPLAINTS

63-4400

63-4410 COUNTY WELFARE DEPARTMENT

63-4410

Complaints concerning food stamp program requirements and procedures may be presented via the Fair Hearing procedures, see Section 63-2500.

63-4420 ISSUANCE AGENTS

63-4420

Complaints concerning banks or other contracted issuance agents are the responsibility of the county which enters into contracts with outside issuance agents.

63-4430 FOOD STORES

63-4430

Complaints involving food stores should be referred to the local FNS officer-in-charge (but some cooperative action may be occasionally indicated).

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4500 CLAIM DETERMINATIONS 63-4500

63-4510 DEFINITIONS 63-4510

63-4511 CASHIER ERRORS 63-4511

Cashier Errors means those overages and shortages that occur when sums collected and deposited are not in accordance with authorizing documents used by the cashier and coupons issued are not in accordance with authorizing documents available to the cashier.

63-4512 CLAIM DETERMINATION 63-4512

Claim Determination means a decision regarding the basis, amount and liability for the overissuance of free or bonus coupons and is to be made per DFA 332, Claim Determination Report.

63-4513 COUNTY REVIEW OFFICER 63-4513

The County Review Officer (CRO) must be an employee of the county not associated with the certification and issuance process. The CRO is responsible for reviewing the completed DFA 332. He must concur in the claim determination before the DFA 332 is forwarded to FNS. If no county employee can be designated as CRO due to county staffing limitations, Food Stamp Management, DBP, will, on FSM's approval of a county's request, perform the function of CRO for the county.

63-4514 FREE (BONUS) COUPONS 63-4514

Free (Bonus) Coupons means that portion of the coupon allotment that is in excess of the amount paid by an eligible household for its coupon allotment, or the total coupon allotment when the household is eligible for a coupon allotment with no purchase requirement.

63-4515 FRAUD 63-4515

Fraud as used herein means the obtaining of free coupons under false pretences. This shall include:

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4515 FRAUD (Continued)**63-4515**

- .1 Any instance where misrepresentation is contituted on circumstances of a recipient's failure to comply with the certifying county's instructions for the reporting of any change in income or household composition; or
- .2 Any representation in any form that is a statement of fact, under such conditions as the following:
 - .21 A fraudulent representation in such form as to be a statement of fact;
 - .22 The fact misrepresented must be material;
 - .23 The representation must be untrue, and the party making the representation must know or believe it to be untrue or make it with a reckless disregard of its truth or falsity;
 - .24 The representation must be made for the purpose of influencing the certifying agency;
 - .25 The certifying agency to whom the representation is made must believe and rely on it and have the right to do so; and
 - .26 The certifying agency relying on the representation must act upon it, and there must be a loss to the program thereby.

63-4520 CIRCUMSTANCES REQUIRING A CLAIM DETERMINATION**63-4520**

Whenever it becomes known to any county employee that a household received food coupons to which it was not entitled, a claim determination (DFA 332) must be completed by the county, except for those circumstances described in Section 63-4530. Action to recover the overissuance is required regardless of the cause or amount of the program loss.

63-4521 FRAUD OR GROSS NEGLIGENCE BY COUNTY**63-4521**

If determined that the certification or improper issuance was due to fraud or gross negligence by the county, the county is liable for any resultant program loss. A claim determination form must be completed for each such case, and submitted to FNS.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4522 FRAUD OR DELIBERATE MISREPRESENTATION BY HOUSEHOLD

63-4522

When it becomes known that food coupons have been improperly issued as a result of participant fraud and/or misrepresentation, it is necessary that a claim determination, reporting all the circumstances in writing, be submitted to FNS in order to establish liability for the loss to the program.

The report shall include a statement as to collection action taken and any referrals made to the county's district attorney's office.

- a. FNS will review the circumstances resulting in a loss to the program to determine if it concurs with the county's determination and to determine the county's liability, if any.
- b. In those instances where a recipient participates in the program because of administrative or procedural errors and the recipient is aware of such error(s) and continues to benefit from the error(s), he will be held liable for any overissuances of bonus coupons.

63-4523 ADMINISTRATIVE ERROR OR PARTICIPANT FAILED TO REPORT
OR GAVE INACCURATE INFORMATION (NO DELIBERATE MISREPRESENTATION
OR FRAUD)

63-4523

.1 Bonus Value of the Overissuance is Determined at \$400 or More:

When the value of bonus coupons overissued as a result of administrative error (except cashier's error) on the part of operating personnel or a misunderstanding of program requirements by the household is \$400 or more, the county shall take prompt corrective action and submit a claim determination report to FNS. This report should include the cause of the program loss and make an initial determination as to the possibility of the collection of that loss. If county determines that collection action should be declined, justification for this decision must be provided under the same conditions as set forth in Section 63-4523.2. No action to collect the program loss should be taken at the time the loss is discovered.

.2 Bonus Value of Overissuance is Determined as Less Than \$400:

When the value of bonus coupons overissued as a result of an administrative error or misunderstanding by the household is less than \$400, submission of claim determinations to FNS is not required providing the recipient is unable to make repayment. In cases where the recipient has made a repayment, a claim determination report shall be completed and forwarded to FNS to document the repayment. When repayment will not occur, collection action may be declined, provided the county:

- .21 Takes prompt corrective action to prevent further issuance of excess free coupons because of error or misunderstanding.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4523 ADMINISTRATIVE ERROR OR PARTICIPANT FAILED TO REPORT OR GAVE INACCURATE INFORMATION (NO DELIBERATE MISREPRESENTATION OR FRAUD (Continued) 63-4523

and

.22 Determines that either:

- a. It cannot collect or enforce collection of any significant sum from the household, or
- b. The cost of collection action likely will exceed the amount recoverable thereby, or
- c. Evidence necessary to prove the claim cannot be produced.

and

.23 Files the claim determination report in the case file.

.3 Any action taken to collect the program loss should be tempered by the household's ability to pay without unreasonable hardship and the cost of attempting to collect the loss.

63-4524 CLAIM DETERMINATIONS INVOLVING ISSUANCE DOCUMENTS 63-4524

.1 Cases involving issuance documents that have resulted in program losses shall be treated as a claim against the participant. Examples are:

- a. ATP cards discovered to have been altered, stolen or counterfeited.
- b. The transaction of duplicate ATP cards issued as a result of:
 - (a) Request by household for replacement of the original ATP card.
 - (b) County error.
- c. Expired ATP cards if the household was ineligible at the time of purchase.
- d. The sale of coupons to a household whose certification period has expired and the household was otherwise ineligible at the time of purchase.
- e. Incorrect ATP/HIR cards due to failure to process, or errors in processing the basis of issuance data from source documents.

.2 The following procedure is suggested whenever it is discovered that there may be a program loss due to the issuance of incorrect ATP(s).

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4524 CLAIM DETERMINATION INVOLVING ISSUANCE DOCUMENTS
(Continued)

63-4524

- a. Prepare an ATP Usage Verification Request (DFA 332.1) or similar document. (See Chapter 63-9000 for instructions on completing the DFA 332.1.)
- b. Verify which incorrect ATP(s) were actually used to purchase coupons.
- c. If any ATP(s) were negotiated, complete a claim determination. (See Section 63-4540.)
- d. If any ATP(s) were not negotiated, file the DFA 332.1 in the case record to substantiate which ATP(s) were never used.
- .3 In cases involving altered and duplicate ATP cards, copies of both sides of the ATP's should accompany the claim determination report. In the case of the transaction of a duplicate ATP issued as a result of request by the household for replacement of the original ATP, a copy of an affidavit signed by the recipient declaring nonreceipt of the initial ATP should accompany the claim determination report and copies of the ATP or HIR documents.

63-4530 CIRCUMSTANCES WHICH DO NOT REQUIRE A CLAIM DETERMINATION 63-4530

A claim determination is not required under the following circumstances:

63-4531 GENERAL RULE

63-4531

If the recipient and the county welfare department act appropriately and timely regarding changes in household circumstances (see Section 63-2401), there are generally no errors made nor is a claim determination required.

63-4532 ATP ISSUANCE DURING PERIOD OF ADVANCE NOTICE

63-4532

If a change in circumstances is reported by the recipient and action is taken promptly by the county, but the ATP is issued during the period of advance notice of adverse action, no claim determination is required.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4533 EXPIRED ATP'S**63-4533**

If a participant receives bonus stamps to which he is not entitled by reason of an issuing agency honoring an expired authorization card a claim determination report and collection action is not required if the household was eligible for program benefits at the time the expired ATP was redeemed.

63-4534 CASHIER ERRORS**63-4534**

If a participant is issued excess bonus coupons by reason of a cashier error on the part of the issuing agency, no claim determination is required. Such losses are reflected on the FNS-250 report and are included in the semiannual billings prepared by FNS Finance Division.

63-4540 CLAIM DETERMINATION PROCEDURE**63-4540**

The following procedure is to be used whenever a claim determination is required:

- .1 Prepare Form DFA 332. (See Chapter 63-9000 for instructions on completing this form and Exhibits 63-4500-A (Checklist) and 63-4500-B (Issuance Tables)).
- .2 Route the DFA 332 to the County Review Officer for concurrence in the determination. (See Section 63-4513.)
- .3 Forward the DFA 332 directly to Food and Nutrition Service, Western Region Office in San Francisco in those instances when such submission is required by this Manual.

63-4541 NONFRAUD CLAIM REGISTER**63-4541**

Counties will establish and maintain a register of all nonfraud claims involving overissuance of free coupons under \$400. This register must contain the name of the recipient, the recipient's case number, amount of loss and the date the claim determination was made.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4543 EXHIBITS - CLAIM DETERMINATIONS

63-4543

Exhibit 63-4500-A Checklist for Completing DFA 332

Common Deficiencies in Claim Determination Reports

DO NOT WRITE IN THIS SPACE

1. Report illegible in whole or part.
2. Household size or net adjusted income has not been provided.
3. Data in either the actual or correct basis of issuance is missing.
4. Coupon issuance tables used in computing actual and/or correct basis of issuance tables not in effect at the time of loss.
5. Household size and/or adjusted net income inconsistent with basis of issuance reported as correct.
6. Household appears to be totally ineligible because of net income exceeding limitations for a nonassistance household of this size.
7. Cause of Program loss not clearly established.
8. Information included indicates issuance reported as "actual" may not have been redeemed.
9. Period of overissuance reported in the actual basis of issuance is inconsistent with the period of overissuance reported indicated in the explanation section.
10. Evidence provided does not substantiate Program loss.
11. The cause of Program loss appears to be fraud or misrepresentation rather than administrative error.
12. The cause of Program loss appears to be administrative error rather than fraud or misrepresentation.
13. There is no indication whether collection action will be taken.
14. An acceptable reason has not been given for declining collection action.
15. Underissuance during one period offset against overissuance of another period.

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4543 EXHIBITS - CLAIM DETERMINATIONS (Continued)

63-4543

EXHIBIT 63-4543-B(1) EFFECTIVE JANUARY 1, 1970 THROUGH IMPLEMENTATION DATE OF EXHIBIT 63-4500-B(2) 63-4543

FOOD STAMP PROGRAM - Monthly Coupon Allotments and Purchase Requirements

	Number in Household									
	1	2	3	4	5	6	7	8	9	10
	Dollars									
Monthly Coupons Allotment	28.00	56.00	84.00	106.00	126.00	144.00	162.00	180.00	196.00	212.00
Adj. Monthly Net Income										
Monthly Purchase Requirement										
0 - 19.99	1.00	1.00	1.50	2.00	2.50	3.00	3.00	3.00	3.00	3.00
20 - 29.99	1.00	1.00	1.50	2.00	2.50	3.00	3.00	3.00	3.00	3.00
30 - 39.99	4.00	4.00	4.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00
40 - 49.99	6.00	7.00	7.00	7.00	8.00	8.00	8.00	9.00	9.00	9.00
50 - 59.99	8.00	10.00	10.00	10.00	11.00	11.00	12.00	12.00	12.00	12.00
60 - 69.99	10.00	12.00	13.00	13.00	14.00	14.00	15.00	16.00	16.00	16.00
70 - 79.99	12.00	15.00	16.00	16.00	17.00	18.00	18.00	19.00	19.00	19.00
80 - 89.99	14.00	18.00	19.00	19.00	20.00	21.00	22.00	22.00	22.00	22.00
90 - 99.99	16.00	21.00	21.00	22.00	23.00	24.00	25.00	26.00	26.00	26.00
100 - 109.99	18.00	23.00	24.00	25.00	26.00	27.00	28.00	29.00	29.00	29.00
110 - 119.99		26.00	27.00	28.00	29.00	31.00	32.00	33.00	33.00	33.00
120 - 129.99		29.00	30.00	31.00	33.00	34.00	35.00	36.00	36.00	36.00
130 - 139.99		31.00	33.00	34.00	36.00	37.00	38.00	40.00	40.00	40.00
140 - 149.99		34.00	36.00	37.00	39.00	40.00	42.00	44.00	44.00	44.00
150 - 159.99		36.00	40.00	42.00	44.00	46.00	48.00	50.00	50.00	50.00
160 - 169.99			46.00	48.00	50.00	52.00	54.00	56.00	56.00	56.00
170 - 179.99			52.00	54.00	56.00	58.00	60.00	62.00	62.00	62.00
180 - 189.99			58.00	60.00	62.00	64.00	66.00	68.00	68.00	68.00
190 - 199.99			64.00	66.00	68.00	70.00	72.00	74.00	74.00	74.00
200 - 209.99			66.00	72.00	74.00	76.00	78.00	80.00	80.00	80.00
210 - 219.99				76.00	80.00	82.00	84.00	86.00	86.00	86.00
220 - 229.99				80.00	84.00	88.00	90.00	92.00	92.00	92.00
230 - 239.99				80.00	88.00	92.00	96.00	98.00	98.00	98.00
240 - 249.99					92.00	96.00	100.00	102.00	102.00	102.00
250 - 259.99				82.00	96.00	100.00	104.00	106.00	106.00	106.00
260 - 269.99					96.00	100.00	108.00	110.00	110.00	110.00
270 - 279.99					98.00	104.00	112.00	114.00	114.00	114.00
280 - 289.99						108.00	116.00	118.00	118.00	118.00
290 - 299.99						112.00	120.00	122.00	122.00	122.00
300 - 309.99							124.00	126.00	126.00	126.00
310 - 319.99							126.00	130.00	130.00	130.00
320 - 329.99								134.00	134.00	134.00
330 - 339.99								138.00	138.00	138.00
340 - 349.99								140.00	142.00	142.00
350 - 359.99									146.00	146.00
360 - 369.99									150.00	150.00
370 - 379.99									152.00	154.00
380 - 389.99										158.00
390 - 399.99										162.00
400 - 409.99										164.00

**FOR ISSUANCE TO HOUSEHOLDS
OF MORE THAN 10 PERSONS**

Value of Coupon Allotment - add \$16 a person to the allotment for a 10 person household.
Purchase Requirement - use purchase requirements for 10 person household for households with income of \$809.99 or less per month.
For households with \$810 or more income per month, use the following formula: for each \$30 of monthly income or portion thereof over \$809.99, add \$4 to the monthly purchase requirement shown for 10 person household with an income of \$809.99.

**Pure Nonassistance and Mixed Nonassistance
Households Only**

Maximum Allowable Adjusted Monthly Net Income

Household Size	1	2	3	4	5	6	7	8	9	10*
Adjusted Monthly Net Income	\$185	240	300	340	405	460	525	565	600	670

*For Each Additional Person in Excess of 10 Add \$ 45

DO NOT WRITE IN THIS SPACE

DO NOT WRITE IN THIS SPACE

63-4543 EXHIBITS - CLAIM DETERMINATIONS (Continued)

63-4543

EFFECTIVE JANUARY 1, FEBRUARY 1, March 1,
OR APRIL 1, 1972 (IMPLEMENTATION DATE
VARIES BY COUNTIES) THROUGH JUNE 30,
1972.

EXHIBIT 63-4543-B(2)

FOOD STAMP PROGRAM
MONTHLY

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

COUPON REDEMPTION, PURCHASE REQUIREMENTS BASED ON MONTHLY ADJUSTED NET INCOME AND BONUS STAMPS																					
Household Size	1		2		3		4		5		6		7		8		9		10 & 1/2		
Coupon Allotment	\$32		\$60		\$88		\$108		\$128		\$145		\$164		\$180		\$196		\$212 1/2		
Adjusted Monthly Net Income	Monthly		Monthly		Monthly		Monthly		Monthly		Monthly		Monthly		Monthly		Monthly		Monthly		
	Purchase Req.	Bonus	Purchase Req.	Bonus	Purchase Req.	Bonus	Purchase Req.	Bonus	Purchase Req.	Bonus	Purchase Req.	Bonus	Purchase Req.	Bonus	Purchase Req.	Bonus	Purchase Req.	Bonus	Purchase Req.	Bonus	
\$ 0-19.99	\$ 0	872	\$ 0	860	\$ 0	888	\$ 0	1001	\$ 0	1128	\$ 0	1140	\$ 0	1184	\$ 0	1180	\$ 0	1196	\$ 0	1212	
20-29.99	1	31	1	59	0	88	0	101	0	128	0	140	0	164	0	180	0	196	0	212	
30-39.99	4	28	4	58	4	84	4	104	5	143	8	150	8	176	8	191	8	198	8	214	
40-49.99	8	26	7	52	8	81	7	101	8	129	0	140	8	186	8	172	8	188	8	204	
50-59.99	8	24	10	50	10	78	10	98	11	117	11	137	12	162	12	168	12	184	12	200	
60-69.99	10	22	12	48	12	75	12	95	14	114	14	134	16	149	16	164	16	180	16	196	
70-79.99	12	20	15	45	15	72	15	92	16	111	17	131	18	146	18	161	18	177	18	193	
80-89.99	14	18	18	42	19	69	19	89	20	108	21	127	21	143	22	158	22	174	22	190	
90-99.99	16	16	21	39	21	67	21	86	23	104	24	124	25	139	25	154	26	170	26	186	
100-109.99	18	14	23	37	24	64	25	83	26	102	27	121	28	136	29	151	29	167	30	183	
110-119.99	20	12	26	34	27	61	28	80	29	99	31	117	32	132	33	147	33	163	33	179	
120-129.99	22	10	29	31	30	58	31	77	32	96	34	114	35	129	36	144	36	160	36	176	
130-139.99	24	8	31	28	33	55	34	74	36	92	37	111	38	126	39	141	39	157	38	173	
140-149.99	26	6	33	25	35	52	37	71	39	89	40	100	41	123	42	138	42	154	42	170	
150-159.99	28	4	35	22	37	49	41	67	42	86	43	105	44	120	45	135	45	151	45	167	
170-189.99	40		20	46	42	47	49	51	48	50	49	09	50	114	51	129	51	145	51	161	
190-209.99	50		30	56	52	57	58	64	74	65	63	66	100	67	123	67	139	67	155	67	171
210-219.99	55		35	61	59	64	65	71	80	71	67	72	102	69	126	69	142	69	158	69	174
220-249.99	64		24	65	62	67	68	74	83	74	67	81	80	80	69	111	69	127	69	143	
250-259.99	70		18	71	67	71	72	78	87	78	75	74	60	76	105	75	121	75	137	75	153
270-309.99	74		24	74	74	74	74	78	80	79	69	80	94	81	81	99	81	115	81	131	
300-309.99	84		30	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	
310-329.99	94		36	94	94	94	94	94	94	94	94	94	94	94	94	94	94	94	94	94	
330-339.99	104		42	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	
340-349.99	114		48	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	
350-419.99	124		54	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	
420-449.99	134		60	134	134	134	134	134	134	134	134	134	134	134	134	134	134	134	134	134	
450-499.99	144		66	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144	
500-529.99	154		72	154	154	154	154	154	154	154	154	154	154	154	154	154	154	154	154	154	
530-539.99	164		78	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	
540-569.99	174		84	174	174	174	174	174	174	174	174	174	174	174	174	174	174	174	174	174	
570-599.99	184		90	184	184	184	184	184	184	184	184	184	184	184	184	184	184	184	184	184	
600-629.99	194		96	194	194	194	194	194	194	194	194	194	194	194	194	194	194	194	194	194	
630-659.99	204		102	204	204	204	204	204	204	204	204	204	204	204	204	204	204	204	204	204	
660-689.99	214		108	214	214	214	214	214	214	214	214	214	214	214	214	214	214	214	214	214	
690-719.99	224		114	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224	
720-749.99	234		120	234	234	234	234	234	234	234	234	234	234	234	234	234	234	234	234	234	
750-774.99	244		126	244	244	244	244	244	244	244	244	244	244	244	244	244	244	244	244	244	
780-809.99	254		132	254	254	254	254	254	254	254	254	254	254	254	254	254	254	254	254	254	
810 & Up	264		138	264	264	264	264	264	264	264	264	264	264	264	264	264	264	264	264	264	
820-849.99	274		144	274	274	274	274	274	274	274	274	274	274	274	274	274	274	274	274	274	
850-879.99	284		150	284	284	284	284	284	284	284	284	284	284	284	284	284	284	284	284	284	
880-909.99	294		156	294	294	294	294	294	294	294	294	294	294	294	294	294	294	294	294	294	
910-939.99	304		162	304	304	304	304	304	304	304	304	304	304	304	304	304	304	304	304	304	
940-969.99	314		168	314	314	314	314	314	314	314	314	314	314	314	314	314	314	314	314	314	
970-999.99	324		174	324	324	324	324	324	324	324	324	324	324	324	324	324	324	324	324	324	
1000-1029.99	334		180	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334	
1030-1059.99	344		186	344	344	344	344	344	344	344	344	344	344	344	344	344	344	344	344	344	
1060-1089.99	354		192	354	354	354	354	354	354	354	354	354	354	354	354	354	354	354	354	354	
1090-1119.99	364		198	364	364	364	364	364	364	364	364	364	364	364	364	364	364	364	364	364	
1120-1149.99	374		204	374	374	374	374	374	374	374	374	374	374	374	374	374	374	374	374	374	
1150-1179.99	384		210	384	384	384	384	384	384	384	384	384	384	384	384	384	384	384	384	384	
1180-1209.99	394		216	394	394	394	394	394	394	394	394	394	394	394	394	394	394	394	394	394	
1210-1239.99	404		222	404	404	404	404	404	404	404	404	404	404	404	404	404	404	404	404	404	
1240-1269.99	414		228	414	414	414	414	414	414	414	414	414	414	414	414	414	414	414	414	414	
1270-1299.99	424		234	424	424	424	424	424	424	424	424	424	424	424	424	424	424	424	424	424	
1300-1329.99	434		240	434	434	434	434	434	434	434	434	434	434	434	434	434	434	434	434	434	
1330-1359.99	444		246	444	444	444	444	444	444	444	444	444	444	444	444	444	444	444	444	444	
1360-1389.99	454		252	454	454	454	454	454	454	454	454	454	454	454	454	454	454	454	454	454	
1390-1419.99	464		258	464	464	464	464	464	464	464	464	464	464	464	464	464	464	464	464	464	
1420-1449.99	474		264	474	474	474	474	474	474	474	474	474	474	474	474	474	474	474	474	474	
1450-1479.99	484		270	484	484	484	484	484	484	484	484	484	484	484	484	484	484	484	484	484	
1480-1509.99	494		276	494	494	494	494	494	494	494	494	494	494	494	494	494	494	494	494	494	
1510-1539.99	504		282	504	504	504	504	504	504	504	504	504	504	504	504	504	504	504	504	504	
1540-1569.99	514		288	514	514	514	514	514	514	514	514	514	514	514	514	514	514	514	514	514	
1570-1599.99	524		294	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	
1600-1629.99	534		300	534	534	534	534	534	534	534	534	534	534	534	534	534	534	534	534	534	
1630-1659.99	544		306	544	544	544	544	544	544	544	544	544									

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4543 EXHIBITS - CLAIM DETERMINATIONS (Continued)

63-4543

EXHIBIT 63-4543-B(3) EFFECTIVE JULY 1, 1972 THROUGH JUNE 30, 1973

FOOD STAMP PROGRAM
MONTHLY

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	1		2		3		4		5	
Coupon Allotment	\$36		\$64		\$92		\$112		\$132	
Adjusted Monthly Net Income	Monthly		Monthly		Monthly		Monthly		Monthly	
	Purchase Bonus		Purchase Bonus		Purchase Bonus		Purchase Bonus		Purchase Bonus	
\$ 0- 19.99	\$ 0	\$36	\$ 0	\$64	\$ 0	\$92	\$ 0	\$112	\$ 0	\$132
20- 29.99	1	35	1	63	0	92	0	112	0	132
30- 39.99	4	32	4	60	4	88	4	108	5	127
40- 49.99	6	30	7	57	7	85	7	105	8	124
50- 59.99	8	28	10	54	10	82	10	102	11	121
60- 69.99	10	26	12	52	13	79	13	99	14	118
70- 79.99	12	24	15	49	16	76	16	96	17	115
80- 89.99	14	22	18	46	19	73	19	93	20	112
90- 99.99	15	20	21	43	21	71	22	50	23	109
100-109.99	18	18	23	41	24	68	25	87	26	106
110-119.99	20	16	26	38	27	65	28	84	29	103
120-129.99	22	14	29	35	30	62	31	81	33	99
130-139.99	24	12	31	33	33	59	34	78	36	96
140-149.99	26	10	34	30	36	56	37	75	39	93
150-169.99	1/5140 & Up		36	28	40	52	41	71	42	90
170-189.99			42	22	46	46	47	65	48	84
190-209.99			44	20	52	40	53	53	54	78
210-229.99			1/5120 & Up		58	34	59	53	60	72
230-249.99					64	28	65	47	68	68
250-269.99					70	22	71	41	72	60
270-289.99					74	18	77	35	78	54
290-309.99					1/5270 & Up		82	30	84	48
310-329.99							86	26	90	42
330-359.99							86	26	94	38
360-389.99							88	24	98	34
390-419.99							1/5360 & Up		102	30
420-449.99									104	28
									1/5420 & Up	

1/ No change in purchase requirement or bonus for higher amounts of adjusted monthly net income.

Pure Nonassistance and Mixed Nonassistance Households Only										
Maximum Allowable Adjusted Monthly Net Income										
Household Size	1	2	3	4	5	6	7	8	9	10*
Adjusted Monthly Net Income	\$185	240	307	373	440	507	573	640	693	746

*For Each Additional Person in Excess of 10 Add \$53

L.A. Co.-DPSS Food Stamp Handbook N/L #39 Revision #62 Issued 6/7/74

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4543 EXHIBITS - CLAIM DETERMINATIONS (Continued)

63-4543

EXHIBIT 63-4543-B(3)

EFFECTIVE JULY 1, 1972 THROUGH JUNE 30, 1973

**FOOD STAMP PROGRAM
MONTHLY
COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS**

Household Size	6		7		8		9		10	
Coupon Allotment	\$152		\$172		\$192		\$208		\$224 ^{2/}	
Adjusted Monthly Net Income	Monthly		Monthly		Monthly		Monthly		3/4 Monthly	
	Purchase Bonus	Purchase Bonus	Purchase Bonus	Purchase Bonus	Purchase Bonus	Purchase Bonus	Purchase Bonus	Purchase Bonus	Purchase Bonus	Purchase Bonus
\$ 0-19.99	\$ 0	\$152	\$ 0	\$172	\$ 0	\$192	\$ 0	\$208	\$ 0	\$224
20-29.99	0	152	0	172	0	192	0	208	0	224
30-39.99	5	147	5	167	5	187	5	203	5	219
40-49.99	8	144	8	164	8	184	8	200	8	216
50-59.99	11	141	12	160	12	180	12	196	12	212
60-69.99	14	138	15	157	16	176	16	192	16	208
70-79.99	17	135	18	154	19	173	19	189	19	205
80-89.99	21	131	21	151	22	170	22	186	22	202
90-99.99	24	128	25	147	26	166	26	182	26	196
100-109.99	27	125	28	144	29	163	29	179	29	193
110-119.99	31	121	32	140	33	159	33	175	33	191
120-129.99	34	118	35	137	36	156	36	172	36	188
130-139.99	37	115	38	134	39	153	39	169	39	185
140-149.99	40	112	41	131	42	150	42	166	42	182
150-159.99	43	109	44	128	45	147	45	163	45	179
160-169.99	49	103	50	122	51	141	51	157	51	173
170-179.99	55	97	56	116	57	135	57	151	57	167
180-189.99	61	91	62	110	63	129	63	145	63	161
190-199.99	67	85	68	104	69	123	69	139	69	155
200-209.99	73	79	74	98	75	117	75	133	75	149
210-219.99	79	73	80	92	81	111	81	127	81	143
220-229.99	85	67	86	86	87	105	87	121	87	137
230-239.99	91	61	92	80	93	99	93	115	93	131
240-249.99	97	55	98	74	99	93	99	109	99	125
250-259.99	104	48	107	65	108	84	108	100	108	116
260-269.99	108	44	116	56	117	75	117	91	117	107
270-279.99	112	40	122	50	126	66	126	82	126	96
280-289.99	116	36	126	46	130	62	130	78	130	92
290-299.99	120	32	130	42	134	58	134	74	134	88
300-309.99	124	28	134	38	138	54	138	70	138	84
310-319.99	128	24	138	34	142	50	142	66	142	80
320-329.99	132	20	142	30	146	46	146	62	146	76
330-339.99	136	16	146	26	150	42	150	58	150	72
340-349.99	140	12	150	22	154	38	154	54	154	68
350-359.99	144	8	154	18	158	34	158	50	158	64
360-369.99	148	4	158	14	162	30	162	46	162	60
370-379.99	152	0	162	10	166	26	166	42	166	56
380-389.99	156	0	166	6	170	22	170	38	170	52
390-399.99	160	0	170	2	174	18	174	34	174	48
400-409.99	164	0	174	0	178	14	178	30	178	44
410-419.99	168	0	178	0	182	10	182	26	182	40
420-429.99	172	0	182	0	186	6	186	22	186	36
430-439.99	176	0	186	0	190	2	190	18	190	32
440-449.99	180	0	190	0	194	0	194	14	194	28
450-459.99	184	0	194	0	198	0	198	10	198	24
460-469.99	188	0	198	0	202	0	202	6	202	20
470-479.99	192	0	202	0	206	0	206	2	206	16
480-489.99	196	0	206	0	210	0	210	0	210	12
490-499.99	200	0	210	0	214	0	214	0	214	8
500-509.99	204	0	214	0	218	0	218	0	218	4
510-519.99	208	0	218	0	222	0	222	0	222	0
520-529.99	212	0	222	0	226	0	226	0	226	0
530-539.99	216	0	226	0	230	0	230	0	230	0
540-549.99	220	0	230	0	234	0	234	0	234	0
550-559.99	224	0	234	0	238	0	238	0	238	0
560-569.99	228	0	238	0	242	0	242	0	242	0
570-579.99	232	0	242	0	246	0	246	0	246	0
580-589.99	236	0	246	0	250	0	250	0	250	0
590-599.99	240	0	250	0	254	0	254	0	254	0
600-609.99	244	0	254	0	258	0	258	0	258	0
610-619.99	248	0	258	0	262	0	262	0	262	0
620-629.99	252	0	262	0	266	0	266	0	266	0
630-639.99	256	0	266	0	270	0	270	0	270	0
640-649.99	260	0	270	0	274	0	274	0	274	0
650-659.99	264	0	274	0	278	0	278	0	278	0
660-669.99	268	0	278	0	282	0	282	0	282	0
670-679.99	272	0	282	0	286	0	286	0	286	0
680-689.99	276	0	286	0	290	0	290	0	290	0
690-699.99	280	0	290	0	294	0	294	0	294	0
700-709.99	284	0	294	0	298	0	298	0	298	0
710-719.99	288	0	298	0	302	0	302	0	302	0
720-729.99	292	0	302	0	306	0	306	0	306	0
730-739.99	296	0	306	0	310	0	310	0	310	0
740-749.99	300	0	310	0	314	0	314	0	314	0
750-759.99	304	0	314	0	318	0	318	0	318	0
760-769.99	308	0	318	0	322	0	322	0	322	0
770-779.99	312	0	322	0	326	0	326	0	326	0
780-789.99	316	0	326	0	330	0	330	0	330	0
790-799.99	320	0	330	0	334	0	334	0	334	0
800-809.99	324	0	334	0	338	0	338	0	338	0
810 and up	328	0	338	0	342	0	342	0	342	0

- 1/ No change in purchase requirement or bonus for higher amounts of adjusted monthly net income.
 2/ VALUE OF TOTAL MONTHLY ALLOTMENT: For each additional person in excess of ten persons, add \$16 to each monthly coupon allotment for a 10-person household.
 3/ PURCHASE REQUIREMENTS FOR HOUSEHOLDS IN EXCESS OF 10 PERSONS: With adjusted monthly net income of \$809.99 or less, use the 10-person household purchase requirement. With adjusted monthly net income of \$810 or more use following formula: for each \$30 worth of adjusted monthly net income (or portion thereof) over \$809.99 add \$4 to the purchase requirement shown for a 10-person household with an adjusted monthly net income of \$809.99.
 4/ MAXIMUM MONTHLY PURCHASE REQUIREMENTS: For each additional person in excess of 10, add \$12 to maximum purchase requirement for 10-person household.

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4543 EXHIBITS - CLAIM DETERMINATIONS (Continued)

63-4543

EXHIBIT 63-4543-B(4)

EFFECTIVE JULY 1, 1973 THROUGH DECEMBER 31, 1973
FOOD STAMP PROGRAM
MONTHLY

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	1		2		3		4		5	
Coupon Allotment	\$38		\$66		\$94		\$116		\$138	
Adjusted Monthly Net Income	Monthly		Monthly		Monthly		Monthly		Monthly	
	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus
\$ 0- 19.99	\$ 0	\$38	\$ 0	\$66	\$ 0	\$94	\$ 0	\$116	\$ 0	\$138
20- 29.99	1	37	1	65	0	94	0	116	0	138
30- 39.99	4	34	4	62	4	90	4	112	5	133
40- 49.99	6	32	7	59	7	87	7	109	8	130
50- 59.99	8	30	10	56	10	84	10	106	11	127
60- 69.99	10	28	12	54	13	81	13	103	14	124
70- 79.99	12	26	15	51	16	78	16	100	17	121
80- 89.99	14	24	18	48	19	75	19	97	20	118
90- 99.99	16	22	21	45	21	73	22	94	23	115
100-109.99	18	20	23	43	24	70	25	91	26	112
110-119.99	21	17	26	40	27	67	28	88	29	109
120-129.99	23	15	29	37	30	64	31	85	33	105
130-139.99	25	13	32	34	33	61	34	82	36	102
140-149.99	27	11	35	31	36	58	37	79	39	99
150-169.99	27	11	37	29	40	54	41	75	42	96
170-189.99	28	10	43	23	46	48	47	69	48	90
190-209.99	1/		45	21	52	42	53	63	54	84
210-229.99			45	21	58	36	59	57	60	78
230-249.99			46	20	64	30	65	51	66	72
250-269.99			1/		70	24	71	45	72	66
270-289.99					75	19	77	39	78	60
290-309.99					75	19	83	33	84	54
310-329.99					76	18	89	27	90	48
330-359.99					1/		89	27	96	42
360-389.99							92	24	103	35
390-419.99							1/		107	31
420-449.99									109	29
450-479.99									110	28
									1/	

1/ For any eligible household with higher adjusted monthly net income use maximum purchase requirement listed.

Pure Nonassistance and Mixed Nonassistance Households Only										
Maximum Allowable Adjusted Monthly Net Income										
Household Size	1	2	3	4	5	6	7	8	9	10*
Adjusted Monthly Net Income	\$185	240	313	387	460	533	600	667	720	773

*For Each Additional Person in Excess of 10 Add \$53

76F644 PA 1806 (Rev. 5/73)

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4543 EXHIBITS - CLAIM DETERMINATIONS (Continued)

63-4543

EXHIBIT 63-4543-B(4)

EFFECTIVE JULY 1, 1973 THROUGH DECEMBER 31, 1973

**FOOD STAMP PROGRAM
MONTHLY**

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	6		7		8		9		10	
Coupon Allotment	\$160		\$180		\$200		\$216		\$232 ^{2/}	
Adjusted Monthly Net Income	Monthly		Monthly		Monthly		Monthly		Monthly ^{3/}	
	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus
\$ 0- 19.99	\$ 0	\$100	\$ 0	\$180	\$ 0	\$200	\$ 0	\$216	\$ 0	\$232
20- 29.99	0	160	0	180	0	200	0	216	0	232
30- 39.99	5	155	5	175	5	195	5	211	5	227
40- 49.99	8	152	8	172	8	192	8	208	8	224
50- 59.99	11	149	12	168	12	188	12	204	12	220
60- 69.99	14	146	15	165	16	184	16	200	16	216
70- 79.99	17	143	18	163	19	181	19	197	19	213
80- 89.99	21	139	21	159	22	178	22	194	22	210
90- 99.99	24	136	25	155	26	174	26	190	26	206
100-109.99	27	133	28	152	29	171	29	187	29	203
110-119.99	31	129	32	148	33	167	33	183	33	199
120-129.99	34	126	35	145	36	164	36	180	36	196
130-139.99	37	123	38	142	39	161	39	177	39	193
140-149.99	40	120	41	139	42	158	42	174	42	190
150-169.99	43	117	44	136	45	155	45	171	45	187
170-189.99	49	111	50	130	51	149	51	165	51	181
190-209.99	55	105	56	124	57	143	57	159	57	176
210-229.99	61	99	62	118	63	137	63	153	63	169
230-249.99	67	93	68	112	69	131	69	147	69	163
250-269.99	73	87	74	106	75	125	75	141	75	157
270-289.99	79	81	80	100	81	119	81	135	81	151
290-309.99	85	75	86	94	87	113	87	129	87	145
310-329.99	91	69	92	88	93	107	93	123	93	139
330-359.99	97	63	98	82	99	101	99	117	99	133
360-389.99	106	54	107	73	108	82	108	108	108	124
390-419.99	115	45	116	64	117	73	117	99	117	115
420-449.99	119	41	125	58	126	74	126	90	126	106
450-479.99	123	37	133	47	135	65	135	87	135	97
480-509.99	127	33	137	43	141	59	141	75	141	91
510-539.99	128	32	141	39	145	55	145	71	145	87
540-569.99	1/		143	37	149	51	149	67	149	83
570-599.99			143	37	153	47	153	63	153	79
600-629.99			144	36	157	43	157	59	157	75
630-659.99			1/		159	41	161	55	161	71
660-689.99					160	40	165	51	165	67
690-719.99					1/		169	47	169	63
720-749.99							172	44	173	59
750-779.99							1/		177	55
780-809.99									181	51
810-839.99									184	48
									1/	

1/ For any eligible household with higher adjusted monthly net income use maximum purchase requirement listed.

2/ Monthly allotments for household in excess of 10 persons: For each additional person in excess of 10, add \$16 to the monthly coupon allotment for a 10 person household.

3/ Purchase requirements for households in excess of 10 persons: a) With adjusted monthly net income of \$899.99 or less, use the 10 person household purchase requirement. b) With adjusted monthly net income of \$910 or more use the following: For each \$10 of adjusted monthly net income for persons over \$899.99, add \$4 to the purchase requirement for a 10 person household with an adjusted monthly net income of \$899.99. In no event may this amount exceed the following maximum purchase requirements: \$196 for 11 persons, \$208 for 12 persons, \$220 for 13 persons, etc., adding \$12 for each additional person over 13.

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4543 EXHIBITS - CLAIM DETERMINATIONS (Continued)

63-4543

EXHIBIT 63-4543-B(5)

EFFECTIVE JANUARY 1, 1974 THROUGH JUNE 30, 1974

State of California
Health and Welfare Agency

Department of Social Welfare
January 1, 1974
Table 1

**FOOD STAMP PROGRAM
MONTHLY**

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	1		2		3		4		5	
Coupon Allotment	\$42		\$78		\$112		\$142		\$168	
Adjusted Monthly Net Income	Monthly		Monthly		Monthly		Monthly		Monthly	
	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus
\$ 0- 19.99	\$ 0	\$42	\$ 0	\$78	\$ 0	\$112	\$ 0	\$142	\$ 0	\$168
20- 29.99	1	41	1	77	0	112	0	142	0	168
30- 39.99	4	38	4	74	4	108	4	138	5	163
40- 49.99	6	36	7	71	7	105	7	135	8	160
50- 59.99	8	34	10	68	10	102	10	132	11	157
60- 69.99	10	32	12	66	13	99	13	129	14	154
70- 79.99	12	30	15	63	16	96	16	126	17	151
80- 89.99	14	28	18	60	19	93	19	123	20	148
90- 99.99	16	26	21	57	21	91	22	120	23	145
100-109.99	18	24	23	55	24	88	25	117	26	142
110-119.99	21	21	26	52	27	85	28	114	29	139
120-129.99	24	18	29	49	30	82	31	111	33	135
130-139.99	27	15	32	46	33	79	34	108	36	132
140-149.99	30	12	35	43	36	76	37	105	39	129
150-169.99	31	11	38	40	40	72	41	101	42	126
170-189.99	32	10	44	34	46	66	47	95	48	120
190-209.99	1/		50	28	52	60	53	89	54	114
210-229.99			55	22	58	54	59	83	60	108
230-249.99			58	20	64	48	65	77	66	102
250-269.99			1/		70	42	71	71	72	96
270-289.99					76	36	77	65	78	90
290-309.99					82	30	83	60	84	84
310-329.99					88	24	89	53	90	78
330-359.99					94	18	95	47	96	72
360-389.99					1/		104	38	105	63
390-419.99							113	29	114	54
420-449.99							118	24	123	45
450-479.99							1/		132	36
480 and up									140	28

1/ For any eligible household with higher adjusted monthly net income use maximum purchase requirement listed.

Pure Nonassistance and Mixed Nonassistance Households Only										
Maximum Allowable* Adjusted Monthly Net Income										
Household Size	1	2	3	4	5	6	7	8	9	10+
Adjusted Monthly Net Income	\$185	260	373	473	560	646	726	806	873	940

*For Each Additional Person In Excess of 10 Add \$67

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4543 EXHIBITS - CLAIM DETERMINATIONS (Continued)

63-4543

EXHIBIT 63-4543-B(5)

EFFECTIVE JANUARY 1, 1974 THROUGH JUNE 30, 1974

State of California
Health and Welfare Agency

Department of Social Welfare
January 1, 1974

FOOD STAMP PROGRAM
MONTHLY

Table 1

COUPON ALLOTMENTS, PURCHASE REQUIREMENTS (BASED ON MONTHLY ADJUSTED NET INCOME) AND BONUS STAMPS

Household Size	6		7		8		9		10	
Coupon Allotment	\$194		\$218		\$242		\$262		\$282 ^{1/}	
Adjusted Monthly Net Income	Monthly		Monthly		Monthly		Monthly		Monthly ^{1/}	
	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus	Purchase	Bonus
\$ 0 - 19.99	\$ 0	\$104	\$ 0	\$218	\$ 0	\$242	\$ 0	\$262	\$ 0	\$282
20 - 29.99	0	104	0	218	0	242	0	262	0	282
30 - 39.99	5	189	5	213	5	237	5	257	5	277
40 - 49.99	8	185	8	210	8	234	8	254	8	274
50 - 59.99	11	183	12	206	12	230	12	250	12	270
60 - 69.99	14	180	15	203	16	228	16	246	16	266
70 - 79.99	17	177	18	200	19	223	19	243	19	263
80 - 89.99	21	173	21	197	22	220	22	240	22	260
90 - 99.99	24	170	25	193	26	216	26	236	26	256
100 - 109.99	27	167	28	190	29	213	29	233	29	253
110 - 119.99	31	163	32	186	33	209	33	229	33	249
120 - 129.99	34	160	35	183	36	206	36	226	36	246
130 - 139.99	37	157	38	180	39	203	39	223	39	243
140 - 149.99	40	154	41	177	42	200	42	220	42	240
150 - 159.99	43	151	44	174	45	197	45	217	45	237
160 - 169.99	49	145	50	168	51	191	51	211	51	231
170 - 179.99	55	139	56	162	57	185	57	205	57	225
180 - 189.99	61	135	62	158	63	179	63	199	63	219
190 - 199.99	67	127	68	150	69	173	69	193	69	213
200 - 209.99	73	121	74	144	75	167	75	187	75	207
210 - 219.99	79	115	80	138	81	161	81	181	81	201
220 - 229.99	85	109	86	132	87	155	87	175	87	195
230 - 239.99	91	103	92	126	93	149	93	169	93	189
240 - 249.99	97	97	98	120	99	143	99	163	99	183
250 - 259.99	105	88	107	111	108	134	108	154	108	174
260 - 269.99	115	79	116	102	117	125	117	145	117	165
270 - 279.99	124	70	125	93	126	116	126	136	126	156
280 - 289.99	133	61	134	84	135	107	135	127	135	147
290 - 299.99	142	52	143	75	144	98	144	118	144	138
300 - 309.99	151	43	152	66	153	89	153	109	153	129
310 - 319.99	160	34	161	57	162	80	162	100	162	130
320 - 329.99	162	32	170	48	171	71	171	91	171	121
330 - 339.99	17		179	39	180	62	180	82	180	122
340 - 349.99			182	36	189	53	189	73	189	113
350 - 359.99			17		198	44	198	64	198	104
360 - 369.99					202	40	202	58	202	98
370 - 379.99					17		216	46	216	86
380 - 389.99							218	44	225	87
390 - 399.99							17		234	48
400 and up									17	

^{1/} For any eligible households with higher adjusted monthly net income use maximum purchase requirement listed.

^{2/} Monthly allotment for households in excess of 10 persons add \$20 to the monthly coupon allotment for a 10 person household.

^{3/} Purchase requirements for households in excess of 10 persons: a) With adjusted monthly net income of \$779.99, or less, use the 10-person household purchase requirement. b) With adjusted monthly net income of \$780 or more use the following: For each \$20 of adjusted monthly net income (or portion thereof) over \$779.99, add \$9 to the purchase requirement for a 10-person household with an adjusted monthly net income of \$779.99. In no event may this amount exceed the following maximum purchase requirements: \$250 for 11 persons, \$268 for 12 persons, \$282 for 13 persons, etc., adding \$16 for each additional person over 13.

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4600 COLLECTION PROCEDURES

63-4600

63-4610 EVALUATION

63-4610

- 1 Upon a determination by the county that a participating household has obtained Bonus Coupons as a result of fraud and/or misrepresentation, the county on behalf of FNS shall make demand upon such household for repayment of the excess Bonus Coupons issued to such household as a result of fraud and/or misrepresentation. Such action must be documented in the case files. Demand and payment of any such amounts shall not relieve or discharge such household of any liability, either civil and/or criminal, for such additional amounts as may be due under any other applicable provision of law.
- 2 If the county is going to make a positive recommendation after investigating a case, and it is opportune to effect collection or arrange a repayment schedule, the county should do so. If the county's recommendation does not result in a final determination against the recipient, any sums collected will be refunded by FNS.
- 3 It is likely, in any case in which a household has fraudulently obtained coupons, that there have been violations of either State or Federal criminal laws. In such cases, an administrative determination must be made as to whether or not the facts warrant referral of the matter to the appropriate legal authorities for such actions as they may deem proper. In those cases in which referral is to be made, any administrative collection action should be withheld until criminal prosecution has either been declined or completed by legal authorities or until such authorities approve the taking of collection action. This is true because the assertion, and particularly the collection of claims might possibly prejudice successful criminal prosecution.

When a case is referred to legal authorities, efforts should be made to insure that the case is dealt with expeditiously by those authorities.

In those cases where prosecution action is undertaken, the county should so advise the Regional Office of FNS through DGP-FSN.

In addition to the regularly submitted claim determination report, in those cases where prosecution action is successful, the county should also advise of the following:

- 31 The name of the court.
- 32 A summary of the charge.
- 33 The sentence received.

However, either where the evidence does not warrant referral for criminal prosecution, or where criminal prosecution has been completed or declined by prosecuting attorneys, the county agency has the responsibility to determine administratively whether a participating household has fraudulently obtained coupons and should take any collection action indicated.

See also Section 63-4700.

- 4 In making claim determinations, it is important to recognize that certification periods assigned to applicant households are designed to conform with the likelihood of changes within the household, especially when such changes may affect the household's eligibility and/or basis of issuance. While applicant households are instructed to report all changes which could affect household eligibility within certification periods, such efforts can never be fully effective because of the limited educational achievements and language skills of many participants. It is equally possible that the reporting of such changes may result in an increase rather than a decrease of program benefits. However, applicant households should be advised that continued failure to report such changes could constitute fraud and/or misrepresentation.

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4621 REPAYMENT SCHEDULE EXCEEDING THREE YEARS

63-4621

On claims that cannot be liquidated in three years without creating an undue hardship on the household, the county must have the concurrence of FNS before approving a payment schedule. In seeking the concurrence of FNS, the county shall submit:

- .1 A detailed report of the recipient's economic status.
- .2 The proposed payment schedule with its recommendation.
- .3 A recommendation that the claim be settled or compromised and the reasons therefor, keeping in mind the availability of assets or income which may be realized upon by enforced collection proceedings.

63-4622 REPAYMENTS FROM LIQUID RESOURCES

63-4622

Before the county allows recipients with liquid resources to establish repayment schedules, it shall thoroughly investigate the economic status of such households. If the investigation reveals that the recipient could repay the claim in full without creating an undue hardship on him, then the county should demand payment in full.

63-4623 REPAYMENTS MADE WITH COUPONS

63-4623

Coupons can be accepted as repayment of overissuance through agency error, deliberate misrepresentation, or misunderstanding only if the overissuance is immediately detected and the coupons recovered are a part of the erroneous issuance. **Purchase requirements and coupon allotments shall not be adjusted to recover prior overissuances.**

63-4630 DOCUMENTATION

63-4630

All administrative collection action shall be documented and the basis for termination or suspension of collection action shall be set out in detail. Such documentation shall be retained in the appropriate claim file.

63-4640 UNCOLLECTIBLE CLAIMS

63-4640

The county may request the Regional Office of FNS to consider a claim uncollectible allowing the county to terminate collection activity and consider its file closed under the following conditions:

- .1 When it becomes clear that the county cannot collect or enforce collection of any significant sum from the household having due regard for the judicial remedies available, and the debtor's future financial prospects. In determining the household's inability to pay, the age and health of debtor; present and potential income; inheritance prospects; the possibility that assets have been concealed or improperly transferred by the debtor; or, the availability of assets or income which may be realized upon by enforced collection proceedings; or

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4611 WRITTEN DEMANDS**63-4611**

Appropriate written demands shall be made on the household in terms which inform it of the consequences of its failure to cooperate. As a minimum, the following guidelines are presented:

- .1 Fifty dollars or less — county judgment should be exercised in determining how much effort should be expended in effecting repayment on debts of this size. It is anticipated that most recipients would repay debts of fifty dollars or less immediately. However, if the debt is not immediately repaid, the agency must consider whether further collection efforts will be more costly and time-consuming than is warranted by the amount involved.
- .2 More than fifty dollars but less than one hundred dollars — two demand letters.
- .3 All claims over one hundred dollars — three demand letters and a personal contact.

63-4612 ADDITIONAL DEMAND PROCEDURES**63-4612**

In instances when more than one demand letter is required, additional letters written at 30-day intervals will normally be made unless response to the first or second demand indicates that further demand would be futile or unless prompt suit or attachment is required in anticipation of the departure of the household from the jurisdiction or its removal or transfer of assets, or the running of the statute of limitation. There should be no undue time lag in responding to any communication received from the household.

63-4613 PERSONAL INTERVIEWS**63-4613**

County will undertake personal interviews with the households when this is feasible, having regard for the amounts involved and the proximity of the county representatives to such households.

63-4620 REPAYMENT SCHEDULES**63-4620**

Claims should be collected in full in one lump sum whenever possible. However, if the household is financially unable to pay the indebtedness in one lump sum, payment may be accepted in regular installments. Installment payments should be as large as possible. Payment of less than \$5 per month should be accepted in only the most unusual circumstances. The installment payments must be sufficient in size and frequency to liquidate recipient claims in not more than three years.

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

63-4640 UNCOLLECTIBLE CLAIMS (Continued)

63-4640

- .2 When the household cannot be located or has moved to another state and its whereabouts in that state is not known; or
- .3 When it is likely that the cost of further collections action will exceed the amount recoverable thereby; or
- .4 When it is determined that the claim is legally without merit; or
- .5 When it is determined that the evidence necessary to prove the claim cannot be produced or the necessary witnesses are unavailable and efforts to induce voluntary payment are unavailing.

63-4641 UNCOLLECTIBLE CLAIM PROCEDURE

63-4641

When the county has deemed a claim uncollectible, it shall submit in duplicate a copy of each demand letter sent to the recipient and a summary of all collection efforts made.

**63-4650 HOUSEHOLD'S CONTINUED PARTICIPATION PENDING COLLECTION
SETTLEMENT**

63-4650

- .1 The decision to allow households to be certified or to continue participation in the Food Stamp Program when the household or a member of the household owes an unpaid balance on a fraud and/or misrepresentation claim is a determination of the county.
- .2 In making a determination that the household can participate in the program, the county should assure itself that all reasonable efforts to repay the established claim are being made, scheduled payments continue to be made, and it is in the best interest of the program to allow the household to participate.
- .3 In those instances when a repayment schedule will work a financial hardship on a household, the county may establish a very liberal repayment schedule to allow the household to continue participation in the program. If the county determines that the recipient is unable to make any repayment, the county has the prerogative to allow the household to continue participation in the program.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4660 LIABILITIES AND RESPONSIBILITIES OF COUNTIES

63-4660

- .1 Counties are obligated to make reasonable efforts to recover coupon over-issuances regardless of the cause or amount of program losses. If fraud or deliberate misrepresentation is involved, such efforts shall be pursued regardless of the ability of the household to repay. Consideration of such ability is appropriate only when fraud or misrepresentation is not evident. When the loss is due solely to administrative error on the part of the county welfare department and the loss is less than \$400, efforts to collect can be limited to an interview or other contact with the household to determine their ability or willingness to pay. This obligation includes the responsibility for insuring that repayments are made in accordance with agreed upon repayment schedules.
- .2 Counties will be held liable for any sums collected or coupons accepted from recipients in repayment of program losses. Such sums shall be transmitted by the county, on a monthly basis, in the form of a county draft or warrant directly to the:

Claims Branch
Finance and Program Accounting Division
Food and Nutrition Service
U. S. Department of Agriculture
Washington, D. C. 20250

Each draft or warrant will be accompanied by a transmittal which lists alphabetically the name of the recipient(s), total amount of claim, amount of current payment, total amount(s) repaid and current amount due by each named recipient.

- .3 Coupons accepted in repayment of program losses (see Section 63-4623) shall be transmitted directly to FNS, Washington, D. C. in similar manner as described above for sums collected.
- .4 The county shall not suspend collection activity on any claim until notified that the Finance and Program Accounting Division, FNS, has concurred in its uncollectible claim determination. Counties shall not refund to household's any monies overcollected as a result of a recipient repayment without the concurrence of FNS.
- .5 Financial liability shall not be assessed against the county for the issuance of excess bonus coupons as the result of fraud and/or misrepresentation on the part of the household provided that the county agency has prudently carried out its responsibility to investigate cases involving misrepresentation on the part of households and has undertaken reasonable collection efforts as set forth by the above instructions.
- .6 In the event a series or a pattern of serious cases develops in a county, the county shall immediately notify the FNS Regional Office by telephone, with copy of a subsequent confirming letter to DBP-FSM. If FNS concurs, it will alert the federal Office of Investigation (OI) and will notify the county not to commence any collection activity on these or any additional serious cases. However, such households should be disqualified from participation and reports and determination recommendations should be submitted to the DBP-FSM for determinations and transmittal to FNS.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4660 LIABILITIES AND RESPONSIBILITIES OF COUNTIES (Continued) 63-4660

- .7 FNS will review the facts and determinations, and if appropriate, request an OI investigation. The county will be advised of actions taken by FNS and, when appropriate, receive instructions.
- .8 Upon the written request of Federal, State, or local governmental agencies which have authority to investigate, and are investigating, suspected violations of Federal or State statutes relating to enforcement of the Food Stamp Act or the Federal Regulations issued thereunder, counties may allow households, which they believe are or may be ineligible for Program benefits, to continue Program participation until the earlier of the following dates:
- (a) Expiration of a period of 90 days after the county has notification of the request for an OI investigation, or of such longer period as FNS, upon request of the county through DBP-FSM, may for good cause approve in a particular case, or
 - (b) On county receipt of notification by the investigative agency that such participation may be terminated or that the investigation has been completed.
- .9 Counties will not be liable to FNS for the bonus value of any coupons issued to households allowed to continue Program participation in accordance with the foregoing provisions.

63-4700 COUPON TRAFFICKING AND ILLEGAL ACTIVITIES 63-4700

In instances where counties become aware of coupon trafficking or other illegal Program activities involving nonrecipients other than eligibility workers, the local FNS Officer-in-Charge should be notified and provided complete details. In instances where a substantial Program loss may be involved, and in all cases of suspected or proven eligibility fraud, there should be an immediate telephone report to the FNS Regional Office with copy of a confirming letter to DBP-FNS.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

63-4800	PENALTIES	63-4800
63-4810	PENALTIES PROVIDED BY STATE LAW	63-4810
63-4811	THE WELFARE AND INSTITUTIONS CODE	63-4811

Section 18910 (Chapter 10 of Part 6 of Division 9) of the Welfare and Institutions Code provides as follows:

- .1 Whoever knowingly uses, transfers, acquires, or possesses food stamps or authorizations to purchase food stamps in any manner not authorized by this Chapter or by the Food Stamp Act of 1964 (Public Law 88-525 and all amendments made thereto) is guilty of a misdemeanor if the face value of the food stamps or the authorizations to purchase food stamps is two hundred dollars (\$200) or less; or exceeds his cost, if any, to purchase them by two hundred dollars (\$200) or less; or is guilty of a felony if the face value of the food stamps or the authorization to purchase food stamps exceeds by more than two hundred dollars (\$200) his cost, if any, to purchase them.
- .2 Whoever knowingly uses, transfers, acquires, or possesses blank authorizations to purchase food stamps in any manner not authorized by this chapter with the intent to defraud is guilty of a felony.
- .3 Whoever counterfeits or alters or knowingly uses, transfers, acquires, or possesses counterfeited or altered authorizations to purchase food stamps or food stamps in any manner not authorized by the Food Stamp Act of 1964 (Public Law 88-525 and all amendments made thereto) or the federal regulations pursuant to the act is guilty of forgery.
- .4 Whoever fraudulently appropriates food stamps or authorizations to purchase food stamps with which he has been entrusted pursuant to his duties as a public employee is guilty of embezzlement of public funds.
- .5 In no event shall separate offenses, which by themselves would be punishable as misdemeanors, be accumulated for prosecution as a felony.

63-4820	PENALTIES PROVIDED BY FEDERAL LAW	63-4820
63-4821	FNS REGULATIONS	63-4821

Section 270.4 (Subchapter C of Chapter II of Title 7) of the Code of Federal Regulations provides as follows:

- .1 Coupons are an obligation of the United States within the meaning of 18 U.S.C. 8. The provisions of Title 18 of the United States Code, "Crimes and Criminal Procedure," relative to counterfeiting and alteration of obligations of the United States and the altering, dealing in, etc., of counterfeit obligations of the United States are applicable to coupons.

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(Pursuant to Government Code Section 11380.1)

63-4821 FNS REGULATIONS (Continued)

63-4821

- .2 Any unauthorized issuance, use, transfer, acquisition, alteration, possession, or presentation of coupons or ATP cards may subject any individual, partnership, corporation, or other legal entity involved to prosecution under Sections 14(b) and (c) of the Food Stamp Act. Those sections of the Food Stamp Act read as follows:
- (b) Whoever knowingly uses, transfers, acquires, alters, or possesses coupons or authorization to purchase cards in any manner not authorized by this Act, or the regulations issued pursuant to this Act shall, if such coupons or authorization to purchase cards are of the value of \$100 or more, be guilty of a felony and shall, upon conviction thereof, be fined not more than \$10,000 or imprisoned for not more than five years, or both, or if such coupons or authorization to purchase cards are of a value of less than \$100, shall be guilty of a misdemeanor and shall, upon conviction thereof, be fined not more than \$5,000 or imprisoned for not more than one year, or both.
- (c) Whoever presents, or causes to be presented, coupons for payment or redemption of the value of \$100 or more, knowing the same to have been received, transferred, or used in any manner in violation of the provisions of this Act or the regulations issued pursuant to this Act shall be guilty of a felony and shall, upon conviction thereof, be fined not more than \$10,000 or imprisoned for not more than five years, or both, or, if such coupons are of a value of less than \$100, shall be guilty of a misdemeanor and shall, upon conviction thereof, be fined not more than \$5,000 or imprisoned for not more than one year, or both.
- .3 All individuals, partnerships, corporations, or other legal entities including county welfare departments and their delegateses (referred to in this paragraph as "persons") having custody, care and control of coupons and ATP cards shall at all times, in receiving, storing, transmitting, or otherwise handling coupons and ATP cards, take all precautions necessary to avoid acceptance, transfer, negotiation, or use of spurious, altered, or counterfeit coupons and ATP cards and to avoid any unauthorized transfer, negotiation, or use of coupons and ATP cards. Such persons shall also safeguard coupons and ATP cards from theft, embezzlement, loss, damage, or destruction.

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(Pursuant to Government Code Section 11380.1)

63-4821 FNS REGULATIONS (Continued)

63-4821

- .4 Any false statement knowingly made by any person in any application or certification required by this subchapter, by the Plan of Operation, or by the instructions of FNS, any willful failure by any person to report changes in income and household circumstances which affect participation as required by Section 271.3 (a)(i)(iii), or any fraudulent issuance, acquisition, transfer, use, or alteration by any person of Form FNS-286, Certification of Household Transfer, may subject such person to criminal prosecution under any applicable provision of Federal law or to civil liability under the provisions of 31 U.S.C. 231 or either, or both, as well as to any legal sanctions as may be maintained under State law.

63-4830 RECIPIENT PROSECUTION REPORTS

63-4830

Counties will submit to DBP on a flow basis the following information regarding state and local civil or criminal prosecutions of recipient violations:

- .1 Person(s) Prosecuted:
.2 Location:
.3 Type of Court:
.4 Sentence:
.5 Summary of Case:
.6 Amount of Overissuance:''

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(Pursuant to Government Code Section 11380.1)

63-4900	RECIPIENT MISUSE OF FOOD COUPONS	63-4900
63-4910	PARTICIPANT USE OF COUPONS AND PROGRAM DISQUALIFYING FACTORS	63-4910

Food coupons shall not be used to pay for any eligible foods purchases prior to the time of the immediate purchase. Any eligible household found to have intentionally and substantially failed to comply to this provision or any procedures or instructions issued by DBP-FSM relating to the use of food coupons shall be disqualified from further Program participation, for such period of time as the county shall determine.

63-4920	PROHIBITION OF CASH CHANGE AND USE OF COUPONS FOR BOTTLE DEPOSITS	63-4920
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On and after March 1, 1972, cash change shall not be returned for food coupons. For change in increments of 50 cents the authorized retailer or meal service must return uncanceled and unendorsed 50 cent coupons.

If the amount of change due is 49 cents or less, the food stamp participant has the option of receiving a credit slip or tokens for future use, trading out the change difference, or paying in cash the difference between the purchase price and the next lower increment of 50 cents. Participants have their choice of change options, and need not yield to pressure to elect an option different from their choice.

Participants must pay cash for deposits on bottles or other returnable food containers.

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(Pursuant to Government Code Section 11380.1)

CHAPTER 63-5000 COUPON ORDERING AND ACCOUNTABILITY

63-5100 HOW TO ORDER BULK SUPPLIES OF FOOD STAMPS

63-5100

63-5110 PREREQUISITES TO ORDERING

63-5110

Before an order for bulk supplies is placed, the following requirements must have been met:

- .1 The county welfare department shall have filed four copies of Form DFA 298, Information Statement, through DBP - Food Stamp Management.
- .2 County contracts or agreements with issuing agents must have received prior approval of DBP and FNS, unless the sample formats shown in Chapter 63-9000 are used.

63-5120 TYPES OF BOOKS SUPPLIED

63-5120

Coupon books are available in the following types and denominations, and are color coded:

Type A — \$2 (four 50-cent coupons only - white)

Type B — \$3 (six 50-cent coupons only - green)

Type C — \$10 (five \$2 coupons only - pink)

Type E — \$30 (six \$5 coupons only - blue)

63-5130 SHIPMENT

63-5130

\$2, \$3, and \$10 books are each shipped in cartons containing eight boxes, with 250 books to each box, making a total of 2,000 books to each carton, size 12 x 12 x 13 (about 42 pounds).

\$30 books are shipped in cartons containing six boxes with 200 books to each box, making a total of 1,200 books to each carton, size 10 3/4 x 12 3/4 x 8 1/4 (about 25 pounds).

63-5140 PROCEDURE FOR ORDERING COUPONS

63-5140

Orders for bulk supply must be in carton lots. The initial order is by letter or on a requisition Form (FNS 260) furnished by the department. Up to eight weeks are needed for delivery. The initial order for which no advance payment is required, should be for an estimated five months' supply.

Send five copies of order for coupon books with carbons intact directly to FNS in San Francisco. Indicate the type of books, number of books, and the resultant number of cartons desired (\$2, \$3, and \$10 books must be ordered in multiples of 2,000; \$30 books must be ordered in multiples of 1,200). One copy of the form will be returned receipted, to show the receipt of the order.

Counties should closely monitor the coupon requisitions submitted by contracted agents.

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63-5150 REORDERING AND COUPON INVENTORY

63-5150

An estimated three to six month supply should be maintained (on hand and on order) not to exceed six months. A recommended procedure would be for agents to reorder a three month supply whenever their on-hand inventory is reduced to a three month level. In keeping with FNS's system of monthly cycling of coupon requisitions, agents should prepare and transmit their requisitions to the FNS Regional Office to be received during the week of the third Monday of the month. If this procedure is adhered to, coupon supplies should be received by shipping points in approximately four weeks. Agents and counties should insure that excessive inventories do not build up by reviewing the monthly issuance and inventory on hand portions of the FNS-250 Report.

63-5160 EMERGENCY HANDLING OF REQUISITIONS

63-5160

Priority of emergency handling by FNS of the food coupon requisition is sometimes possible by placing in the remarks' block of the form an approximate date that the coupon books are needed.

Counties should arrange for emergency transfer of coupons when it appears that an agent's supply will not last until the next shipment is received. All such transfers must have county approval. Transfers between counties must be approved by both counties. See Section 63-5630 for reporting such transfers on the FNS-250.

63-5170 AUTOMATIC COUPON RESUPPLY

63-5170

Automatic replenishment of food coupons by armored car can be provided to many issuing agents and counties. This will enable faster and more economical delivery and eliminate the need to submit periodic Requisitions for Food Coupon Books,

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(Pursuant to Government Code Section 11380.1)

63-5170 AUTOMATIC COUPON RESUPPLY (Continued)

63-5170

Form FNS-260. The selection of destination points to participate in the monthly delivery of food coupons is based upon the volume of coupons used by the agent, the location of the destination point, and the concurrence of FNS, DBP and the affected County Director.

Destination points using ten or more cartons of coupons monthly who wish to participate in this system should advise DBP-FSM of the following:

- a. Their desire to be included on a standard delivery armored car route.
- b. The number of cartons (by book type) needed monthly.
- c. The name of an official authorized to receive food coupons.
- d. The business telephone number of that official.
- e. The normal business hours of operation.
- f. The street address of the receiving point.
- g. Physical limitations which may hinder delivery by armored carrier.

Notification of the need for a receiving point to change any of the above information or the size of the standard delivery must be received by the FNS Regional Office no later than 21 days prior to the Monday of the week in which shipment is to be made. This notification shall be in the form of a letter signed by a county welfare department official. If time does not permit written notification, a telephone call to the Regional Office requesting a change is permissible, with written confirmation immediately following. Points selected for inclusion should maintain at least a one-month inventory to ensure an adequate supply of coupons on hand to handle any sudden increases in issuance which may occur.

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(Pursuant to Government Code Section 11380.1)

63-5200 RECEIPT OF BULK SUPPLIES OF COUPON CARTONS

63-5200

The coupon books will be shipped directly from the American Banknote Company, New York City, to Designated Receiving Agent. Shipments shall be verified and receipted only by those authorized as shown on DFA 298, Information Statement. Issuing agencies will authorize at least two employees as receiving agents to receipt for shipment of coupon books.

63-5210 CHANGE IN DESIGNATED RECEIVING AGENTS

63-5210

When name of person authorized to receipt for shipment is changed, or when the location where books are to be sent is changed, a revised DFA 298 or its attachments (in four copies) must be submitted by the county to DBP - Food Stamp Management.

63-5220 VERIFYING SHIPMENTS

63-5220

The designated receiving agent must determine that the required number of cartons are received before signing the postal receipt or other receipt form (depending upon how shipment is made). Cartons will be numbered consecutively for each shipment within each shipment. Cartons identify contents by a colored label, i.e.:

- \$ 2 books — White Label with letter "A"
- \$ 3 books — Green Label with letter "B"
- \$10 books — Pink Label with letter "C"
- \$30 books — Blue Label with letter "E"

63-5230 RECEIPTING FOR SHIPMENTS

63-5230

The consignee will receive by mail an original and two copies of the Advice of Shipment (BEP Form 9955) and an envelope preaddressed to the Finance Division for each shipment of coupon books. (The form should be received before the shipment arrives. If not received within three days following receipt of the shipment, the Regional Office of FNS in San Francisco should be immediately informed.)

If the shipment is in order, sign and date the original of Form 9955, return it to the Finance Division in the preaddressed envelope and retain one copy and send the second copy to Food Stamp Management in Sacramento. (In all instances where the "consignee" is a county contracted issuance agent, send a xerox copy to the county welfare department.) If the shipment is not in order, follow procedures in 63-5243.

63-5240 OPENING INDIVIDUAL CARTONS AND BOXES

63-5240

63-5241 OPENING CARTONS

63-5241

Before opening each carton, the receiving agent and at least one other person will examine the seal and general condition of the carton. Do not break the seal if there is any evidence of tampering or other damage. Then check the contents by removing the cambric tapes over the special openings provided for inspection of the carton, folding back the flaps, and counting the number of boxes. Verify the contents by checking the labels on the boxes with the label on the carton.

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(Pursuant to Government Code Section 11380.1)

63-5242 OPENING BOXES**63-5242**

Before opening each box, the employee responsible and at least one other person will examine the seal and general condition of the box and count the number of units through the slotted opening to verify that 25 units are contained in each box of \$2, \$3, and \$10 books, and 20 units in each box of \$30 books. (A unit consists of ten books. Units are separated by dividers.) Do not break the seal if there is evidence of tampering, other damage or shortage of books, as the county or designated issuance agent is liable once the seal is broken.

63-5243 REPORTING LOSS OR DAMAGE**63-5243**

If the shipment is not in order, enter on Form 9955 a note describing the overage, shortage, or damaged condition of the coupon books. Sign and date the original and return in the preaddressed envelope, distributing the remaining two copies as in Section 63-5230. Also report the overage, shortage, and/or damaged carton to the:

Office of Industrial Services
Bureau of Engraving and Printing
Treasury Department
Washington, D.C. 20226

Put any overage or damaged cartons or boxes in safekeeping until notified what to do with them.

**63-5300 ESTABLISHING CLAIMS FOR IMPROPERLY MANUFACTURED
OR MUTILATED FOOD COUPON BOOKS FOUND PRIOR TO ISSUANCE**

63-5300

(To establish claims for improperly manufactured or mutilated food coupon books returned by recipients, see Section 63-4130.)

63-5310 UNOPENED CARTON OR BOX**63-5310**

When it is evident that an unopened carton or box contains improperly manufactured or mutilated food coupon books:

- .1 The issuance office or receiving agent shall report all known facts, in writing, to the FNS Regional Office in San Francisco, with a copy to DBP - Food Stamp Management.
- .2 Wait for instructions. (If large quantities are involved, arrangements will be made for return of the cartons or boxes directly to the Bureau of Engraving and Printing.)

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(Pursuant to Government Code Section 11380.1)

63-5320 OPENED BOX**63-5320**

When a box is opened and some improperly manufactured or mutilated food coupon books are found the issuing office shall:

- .1 Cancel the food coupon books involved.
- .2 Send the books at the end of the month, attached to the FNS-250 Coupon Book Report and with a written statement to the Finance and Program Accounting Division, FNS, with a copy to DBP - Food Stamp Management. The statement shall:
 - .21 Contain all known facts concerning the condition of the food coupon books, and
 - .22 Be signed by at least two persons who were present when the box was opened.
- .3 Take inventory credit on the FNS-250 Coupon Book Report in space provided.
- .4 Enter explanation of inventory reductions in "REMARKS" section of FNS-250 Coupon Book Report.

**63-5400 FNS PROCESSING AND SETTLING OF CLAIMS FOR
IMPROPERLY MANUFACTURED OR MUTILATED COUPONS**

63-5400

The Finance Division of FNS will, upon receipt of improperly manufactured or mutilated coupons, notify DBP-FSM of the disposition of the claim:

- .1 If approved, apply credit in accordance with the established procedure.
- .2 If replacement is not approved, give the **DBP-FSM** credit for the face value of any valid coupons sent to FNS.
- .3 Arrange for large quantities of coupon books that are improperly manufactured or mutilated, such as by flood, fire, etc., to be sent direct to the Bureau of Engraving and Printing for destruction.
- .4 **DBP-FSM** will notify the appropriate county and issuing agent, if different, of any credits.

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(Pursuant to Government Code Section 11380.1)

63-5500 INVENTORY ACCOUNTABILITY

63-5500

63-5510 COUPON BOOK INVENTORY RECORD

63-5510

Records of accountability for coupon books must be maintained. Such records shall show the serial numbers and number of books received, the serial numbers and number distributed to other offices for issuance (or the number issued), and the balance on hand. Form DFA 292, Coupon Book Inventory Record, is to be used for this purpose. Issuance agents under contract, when used for issuance, may be delegated this responsibility. Such delegation will not relieve or discharge counties of liability for any unaccounted for coupon books.

In county issuance, the office supervisor maintains a Coupon Book Inventory Record, Form DFA 292; for example, for each denomination of coupon books transferred from the county treasurer's office, the person responsible for county storage will provide a receipt for the supervisor's use in making her entries on the Coupon Book Inventory Records.

- .1 The left side of this form shows receipt of books, usually from the county treasurer.
- .2 The right side of the form is for disbursements made to the cashiers. The supervisor should have the cashier enter her initials in the appropriate space. The initials are for the supervisor's protection.

Be sure that a running computed inventory of all unissued stamps in the county is maintained and a monthly physical sight inventory made when reporting books on hand on Form FNS 250.

63-5520 SUBMISSION OF REDEEMED AUTHORIZATION TO PURCHASE CARDS DFA 299

63-5520

On a semimonthly basis (or monthly) the Designated Issuance Agent will collect all redeemed Authorization to Purchase forms from each Branch Issuance Agent. These authorizations must be tabulated by each Branch Issuance Agent to show total cash collected and total coupons issued as indicated on the authorization form.

All authorizations collected from the 1st to the 15th of the month, together with the tabulations, should be submitted to the county welfare department no later than the 2nd workday following the 15th of the month.

All authorizations collected from the 16th to the end of the month must be submitted to the county welfare department together with a copy of the FNS 250, Consolidated Food Coupon Book Report.

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(Pursuant to Government Code Section 11380.1)

63-5600 COUPON BOOK REPORTING

63-5600

63-5610 HOW TO REPORT (USING FORM FNS-250 - FOOD COUPON BOOK REPORT)

63-5610

Each issuing unit making deposits shall prepare a Form FNS-250 report which will be consolidated in a single report by the county office, if self-issuing, or the designated issuance agent.

County welfare departments are not responsible for submitting a county consolidated Form FNS-250 report for all their contracted issuance agents. Counties are responsible, however, for reconciling any differences between their records and those of the Issuance Agent. Final responsibility for the required FNS-250 report in connection with inventory and sale of food coupon books cannot be delegated by the county to their contracted issuance agents. Counties will be held liable for the face amount of food coupons or of the funds collected in payment of the purchase requirement, if such coupons or funds are determined lost as the result of, but not limited to theft, embezzlements, or unexplained causes.

63-5620 BEGINNING AND ENDING INVENTORIES

63-5620

The amount of coupons reported on hand at the beginning of the current month must coincide with the amount reported as ending inventory in the previous month. The amount reported as ending inventory must be based on the actual physical count of all coupons on hand on the last day of the month and in no event should be merely the current balance indicated in the inventory control records.

County officials must ensure that coupon inventories reported by their contracted agents are in fact based on such actual counts and should witness these counts on a selective basis. Issuance agents must be required by the county to submit corrected reports when the current month's reported beginning inventory does not coincide with the ending inventory reported for the previous month.

63-5630 SHIPMENTS RECEIVED AND TRANSFERRED

63-5630

Coupons received and/or transferred must be reported in the month such receipts or transfers are actually accomplished. The agent originating a coupon transfer should identify the receiving agent in the "Remarks" portion of the Form FNS-250 and also secure a receipt from a responsible member of the receiving agency. The receiving agents should report the transferred coupons as "Shipments Received" and identify the source in the "Remarks" portion of the Form FNS-250 report.

Manual Chapter 63-5000 fully describes the entire process of ordering, verifying, receipting for coupon shipments from Food and Nutrition Service. Section 63-5230 requires the county's contracted issuance agent(s) to send a xerox copy of Form 9955, Advice of Shipment to the county welfare department. This will enable counties to verify the data reported on FNS-250 report.

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(Pursuant to Government Code Section 11380.1)

63-5640 AUTHORIZED SALES AND COLLECTIONS

63-5640

Counties using ATP cards are also fully responsible for all items of information reported in this portion of the Form FNS-250 report regardless of whether contracted sales agents are used. Redeemed ATP cards returned by these agents must be totaled to confirm that the coupon allotment, purchase price, and bonus totals reported by the agents coincide with issuance totals computed by the county. Counties must also verify that ATP's redeemed by their agents are in fact a valid issuance and are in the amount of the allotment and purchase price authorized by the county. Counties with access to the EDP systems should provide for issuance printouts that will enable easy detection of households redeeming both an original and replacement ATP, or who are improperly participating in the program under separate case numbers.

Payment to the contracted Issuance Agent(s) for cost of transaction fees may be declined by the county for "stale-dated" ATP's redeemed by the agent, (those accepted outside the expiration date). However, in no instance are the agent(s) permitted to retain such ATP's or fail to include the coupon allotment and purchase requirements evidenced on the ATP's in the FNS-250 reports. Stale-dated ATP transactions are reflected in the FNS-250 reports as both actual and authorized sales and collections.

63-5650 DEPOSIT SUMMARY

63-5650

Deposits listed on the Form FNS 250 reports must be only those which have actually been made to the Federal Reserve Bank. Deposits to the issuance agent's private and/or specially designated local bank accounts do not meet the appropriate requirements.

In addition, it should be carefully noted that deposits reported by any agent must be limited to such monies as are actually received during the month being reported. Receipts accruing from the sale of food coupons after the last day of the month must be reported as deposited in the following month.

Counties should arrange with their contracted agents either to receive and transmit or to view periodically photocopies of Form FNS-282 which is used to record deposits to the Federal Reserve System. Corrected Form FNS-250 reports should be demanded of any agent reporting deposits that are not made to the Federal Reserve Bank. Counties will be held strictly accountable for all collections until they have been deposited in a depository approved by FNS.

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63-5660 WHEN TO REPORT**63-5660**

Reports are due once each month. They shall be completed and submitted by self-issuing county welfare departments and county contracted issuance agents so as to be received by the Food Nutrition Service, Finance Division, Washington, D.C. by the 20th calendar day following the end of the reporting month.

63-5670 WHERE TO REPORT**63-5670**

Prepare an original and three copies of Form FNS-250 for submission of the original and one copy to:

Finance and Program Accounting Division
Food Nutrition Service
U. S. Department of Agriculture
Washington, D. C. 20250

Retain at least one copy for your files. County contracted issuance agents should forward one copy to the county welfare department.

63-5680 REPORTING OVERAGES AND SHORTAGES**63-5680****.1 Overages and Shortages by Cashiers**

Report all overages or shortages of cash or coupon books due to cashier's error on Form FNS-250 for the period for which they occur.

.2 Shortages Due to Other Causes

Report immediately by phone shortages due to fire, theft, fraud, embezzlement, or other cause to your local USDA-FNS Officer in Charge and to Food Stamp Management Bureau, DBP. Follow up the phone report with a letter to FSMB and Food and Nutrition Service, Western Region, 550 Kearny Street, San Francisco, CA., 94108, giving complete details of the shortage and action taken. When appropriate, notify police immediately.

Coupon losses and cash losses not replaced by the agent must appear as inventory and/or cash shortages on the FNS-250 report submitted for that month and should be explained in the "Remarks" portion of that report. You will be notified of any additional action to be taken and of any adjustment to be made in your records.

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(Pursuant to Government Code Section 11380.1)

63-5690 PROCEDURE FOR ADJUSTING SHORTAGES OR OVERAGES

63-5690

The method to be used will be:

- .1 Cash overages will be deposited to the account of Food Nutrition Service to be used for offsetting any shortages.
- .2 All cash overages shall be applied against cash and/or coupon book shortages.
- .3 Coupon book overages shall be applied against coupon book and cash shortages.
- .4 Cash and coupon book overages remaining after offsets have been made shall not be carried over into the next monthly reporting period.
- .5 Put any damaged cartons or boxes in safekeeping until notified what to do with them. The cartons or boxes will be a part of your inventory until disposition is made.
- .6 A review for the accounting periods ending June 30 and December 31 will be made by FNS and account statements sent periodically to each county. Any shortages not covered by offsetting overages will be deducted from the county's quarterly administrative claim. Counties in turn will be expected to secure reimbursement from their designated Issuance Agents, if used, by adjustment in the per transaction charges or otherwise. Counties will be provided an opportunity to request correction of those account statements prior to deduction from administrative claims. Such requests must be fully documented and justified, and if shortages cited by the account statement have been offset by subsequent overdeposits and/or correction of coupon inventories, evidence of such overdeposit or inventory correction must be provided. Although county settlement of shortages shown due in the account statement is normally adjusted by an offset against the quarterly administrative claim, counties may if preferred, make direct remittance to FI-Acct. Div. FNS-USDA of any shortages due, providing full details when possible and including the accounting period, name of county, and amount due. A copy of this should be sent to FSMB.

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(Pursuant to Government Code Section 11380.1)

63-5700 LIABILITIES OF COUNTIES

63-5700

63-5710 ATP AND CASHIER ERRORS

63-5710

Counties will be held liable for the bonus value of all ATP cards stolen or embezzled from or lost by the county and subsequently used to purchase food coupons, as well as cashier errors of an issuing office.

63-5720 COUPONS AND CASH

63-5720

Counties will be held liable for the face amount of food coupons or of the funds collected in payment of the purchase requirement, if such coupons or funds are determined lost as a result of but not limited to theft, embezzlements or unexplained causes, coupons determined as "lost" will be presumed to have been redeemed in the customary channels of redemption; unless satisfactorily established by county that the lost coupons were recovered or destroyed prior to presentation for redemption.

63-5730 LIABILITY CHECKLIST

63-5730

63-5731 COUPONS

63-5731

- .1 Lost, stolen, embezzled coupons - see Section 63-5720.
- .2 Coupons received as repayment for program losses - see Section 63-4660.2.
- .3 Coupons in possession of issuance agent - see Section 63-3330.
- .4 Coupons issued through the mail - see Section 63-3690.
- .5 Coupons issued under emergency regulations - see Section 63-7500.

63-5732 ATP's

63-5732

- .1 Lost, stolen, embezzled ATP's - see Section 63-5710.

63-5733 CASH

63-5733

- .1 Lost, stolen, embezzled cash - see Section 63-5720.
- .2 Cash received as repayment for program losses - see Section 63-4660.2.
- .3 Cash received by issuance agents - see Sections 63-5720 and 63-3364.
- .4 Cashier errors - see Section 63-5710.

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

CHAPTER 63-6000 QUALITY CONTROL

To be released at a later date after revised federal instructions have been issued.

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**FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

63-7000 EMERGENCY FOOD STAMP ASSISTANCE IN DISASTERS

63-7000

Authority for the issuance of emergency food coupon allotments is granted in the Disaster Relief Act of 1974 (PL 93-288) and the Food Stamp Act of 1964 (PL 88-525), as amended.

In accordance with the Disaster Relief Act, emergency food stamp assistance may be authorized by FNS as a result of a major disaster which means any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire, or other catastrophe which is determined to be a major disaster by the President.

In accordance with the Food Stamp Act, emergency food stamp assistance may also be authorized by FNS as a result of a lesser disaster, i.e., a temporary emergency, even if the affected area has not been declared a major disaster. Federal regulations require that the emergency has resulted from either natural or human occurrences which disrupted the commercial channels of food distribution. An area affected by a drought or economic recession is not eligible for emergency food stamp assistance under this authority.

On obtaining FNS authorization through DBP-FSM, food stamp counties determined to be within a disaster area (either major or temporary emergency) may distribute emergency coupon allotments to affected households.

Pending receipt of FNS authorization, or if it is determined that the emergency food stamp provisions described in this section are not necessary, i.e., the food needs of these households can be met by the ongoing Food Stamp Program, households affected by the disaster should be handled in accordance with Section 63-2264.7 which provides for unusual expense deductions due to disaster or casualty losses, and with particular consideration given provisions under Section 63-2313 which permits a 30-day certification pending verification of Zero Purchase Level households.

63-7100 APPLICATION FOR AUTHORIZATION

63-7100

When all or part of a food stamp county has been struck by a disaster and the ongoing Food Stamp Program cannot meet the needs of the eligible households, county may apply to FNS through DBP-FSM for authorization to implement emergency food stamp assistance procedures. This application should be made informally, by telephone or otherwise, with DBP-FSM as soon as the need has been established. However, the written application with substantiating facts must be submitted to FNS through DBP-FSM as soon after the informal application as possible. This application must include the following:

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(Pursuant to Government Code Section 11380.1)

63-7100 APPLICATION FOR AUTHORIZATION (Continued)

63-7100

- .1 The date the disaster began;
- .2 A description of the geographical limits of parts of county area in need of assistance;
- .3 A determination with substantiation that households residing within the affected parts of the described area are in need of emergency food stamp assistance because of a reduction in or inaccessibility of income or cash resources as a result of the disaster;
- .4 An estimate of the number of eligible households in need of this assistance;
- .5 A determination with substantiation that the food needs of these households cannot be met by the ongoing Food Stamp Program;
- .6 A statement of the desired length of the disaster issuance period (initially 1 month or less);
- .7 A determination that temporary emergency issuance arrangements are or are not necessary, and a description of any such proposed arrangements; and
- .8 When it is a Presidentially declared major disaster, information on the use of a disaster assistance agency, if any, with which the county wants to cooperate in administering emergency food stamp assistance. A disaster assistance agency is a public or private agency designated by the State Office of Emergency Services to perform specified functions in connection with certification for and distribution of emergency food coupon allotments during a Presidential declared major disaster. County must specify the functions which it intends to delegate to the disaster assistance agency, and the specific geographical areas in which such functions will be performed by the agency.

**63-7200 FNS/DBP-FSM AUTHORIZATIONS REQUIRED PRIOR TO
EMERGENCY ISSUANCES**

63-7200

- .1 Approval of the application, certification and issuance procedures, and the specific disaster area(s) where these procedures are to be implemented. The authorization will be made by DBP-FSM telephone call to county, followed by written confirmation.
- .2 Use of temporary emergency issuance outlets.
- .3 Disaster Assistance Agency, if it is a Presidential declared major disaster and need for a disaster assistance agency is determined.
- .4 The Period of Emergency Issuance. This will not be for more than one month. However, counties may apply for an extension of the emergency period which may be authorized, if FNS determines that emergency food stamp assistance is necessary beyond this period because of the continuing effects of the disaster.

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(Pursuant to Government Code Section 11380.1)

63-7300 LIAISON

63-7300

In the event of a disaster, whether victims are aided through ongoing programs or disaster program procedures, county liaison with the State Office of Emergency Services through DBP-FSM and disaster assistance agencies is essential to insure the prompt distribution of emergency food coupon allotments to all eligible disaster victims in need of food assistance. If the affected area is declared a major disaster by the President, the county must cooperate with the Federal/State Coordinating Officers.

63-7400 HOUSEHOLD CERTIFICATIONS

63-7400

63-7410 CERTIFYING AGENCY

63-7410

Certification for emergency food stamp assistance shall be done by county staff, unless such assistance is authorized as a result of a Presidentially declared major disaster. If it is a Presidentially declared major disaster, an authorized disaster assistance agency may aid in this certification by making eligibility determinations.

63-7420 CERTIFICATION POINTS

63-7420

Counties should be as flexible as possible in setting up certification points. If the regular certification offices are not easily accessible to the disaster victims, counties are encouraged to use the disaster assistance center(s) established by the State Office of Emergency Services in conjunction with the Federal Disaster Assistance Administration.

63-7430 HOUSEHOLD APPLICATION (FORM DFA 385)
(See Chapter 63-9000)

63-7430

The application for emergency food stamp assistance shall include:

1. The name of the head of the household, the members of the household, and the permanent and temporary address of the household.
2. The number of persons in the applicant household who are already certified for the ongoing Food Stamp Program.
3. A statement of need signed by the head of the household or spouse or authorized representative. Same procedure on authorized representatives apply as set forth in Section 63-2130.

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(Pursuant to Government Code Section 11380.1)

63-7440 ELIGIBILITY AND CERTIFICATION

63-7440

An applicant household shall be certified for emergency food stamp assistance if it meets the following three criteria:

- .1 The household resides either temporarily or permanently within the geographic limits of the county's disaster area.
- .2 The household has access to cooking facilities; and
- .3 The household satisfies the certifying agency that it is in need of emergency food stamp assistance because of a reduction in or inaccessibility of income or cash resources as a result of the disaster.

63-7441 FAILURE TO MEET ELIGIBILITY REQUIREMENTS

63-7441

If the applicant household fails to meet these eligibility requirements, eligibility for food stamp assistance shall be determined in accordance with the county's ongoing program requirements, as covered in Manual Chapter 63-2000.

63-7450 IDENTIFICATION CARD

63-7450

The certifying agency will issue a Food Stamp Identification Card to each household certified as eligible to receive emergency food stamp assistance.

63-7460 BASIS OF COUPON ISSUANCE

63-7460

- .1 If the applicant household meets the emergency assistance eligibility criteria, the certifying agency authorizes issuance of an emergency food coupon allotment to the household at no cost to the household.
- .2 The emergency food coupon allotment shall be the coupon allotment authorized by the basis of coupon issuance tables for the size of the applicant household, and it shall be a quarter-monthly, semi-monthly, three-fourth monthly, or full monthly allotment, whichever coincides with the period of authorization of emergency food stamp assistance.
- .3 If the authorization period is extended beyond the original designation, certified households who have already received an emergency coupon allotment may be issued an additional emergency coupon allotment for this period if they still meet the eligibility criteria.
- .4 The fact that a household has previously been authorized to participate in the ongoing Food Stamp Program and has already purchased food coupons during the month in which the disaster occurs shall not preclude a second issuance in accordance with this chapter, if it appears that due to the disaster, the household is unable to make the previously authorized purchase or it has lost previously purchased coupons, or it has lost stocks of food acquired through the use of food coupons.
- .5 No emergency food coupon allotment shall be authorized or issued after the expiration of the designated period for which such assistance was authorized by FHS.

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(Pursuant to Government Code Section 11380.1)

63-7470 COUPON USE**63-7470**

The certifying agency shall inform each household certified as eligible for emergency food coupons of the proper use of food coupons in accordance with pertinent Food Stamp manual instructions.

63-7500 COUPON ISSUANCE**63-7500**

Counties shall provide for the immediate preparation and issuance of authorizing documents enabling eligible recipients to receive their food coupons without undue delay. Emergency food coupon allotments shall be issued, if possible, through the county's normal issuance procedures. However, if the circumstances which exist as a result of the disaster make it impractical or cause undue delay in receipt of assistance by disaster victims, the county may, with FNS/DBP-FSM approval, make temporary arrangements for issuance, including the use of a disaster assistance agency. Counties must keep records of such emergency participation separate from the regular issuance documents except for the preparation and verification of the appropriate Form FNS-250, Food Coupon Book Report, and Form FNS-256, Monthly Report of Participation and Coupon Issuance. Temporary arrangements shall in no way affect the county's accountability and liability for coupons as provided in this manual.

63-7600 STATISTICAL REPORTING ON EMERGENCY ISSUANCES**63-7600**

In every county where emergency food stamp assistance is authorized under the provisions of this section, emergency food coupon allotments shall be reported, and coupons accounted for in the same manner as other authorized issuances. In addition, however, counties must report on Form FNS-292, Report of Coupon Issuance for Disaster Relief, the number of households and persons receiving emergency food coupon allotments, the total amount of such allotments and the number of persons certified for the ongoing Food Stamp Program who received emergency food stamp assistance. This form should be completed as soon as possible after emergency operations are concluded. If the authorization to issue emergency food coupon allotments is extended beyond the original period, a separate report should be filed for each authorization period.

See Chapter 63-9000 for instructions on completing Form FNS-292.

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Office of Administrative Hearings

ENDORSED

APPROVED FOR FILING
(Gov. Code 11380.2)

NOV 20 1974

Office of Administrative Hearings

Copy below is hereby certified to be a true
and correct copy of regulations adopted, or
amended, or an order of repeal by:

Benefit Payments

(Agency)

Dated:

By:

Director

(Title)

FILED

In the office of the Secretary of State
of the State of California

NOV 20 1974

At 9:40 o'clock A.M.

EDMUND G. BROWN, Jr. Secretary of State

By:

Deputy Secretary of State

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After proceedings had in accordance with the provisions of the Administrative Procedure Act (Gov. Code, Title 2, Div. 3, Part I, Chapter 4.5) and pursuant to the authority vested by Sections 10552, 10553, 10554 and 10604 of the Welfare and Institutions Code, the Department of Social Welfare hereby repeals, amends, and adopts regulations referred to in Title 22, California Administrative Code, as hereinafter set forth.

This order shall take effect on the thirtieth day after its filing with the Secretary of State as provided in Section 11422 of the Government Code.

Amended Sections: 20-001
20-003
20-005
20-007
20-009
20-101
44-335.2

Adopted Sections: 20-006
20-008

Repealed Sections: 20-011
20-015
20-201

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

AFDC
APSB

20-001 INTRODUCTION

20-001

The purpose of these regulations is to:

- .1 Clarify the meaning of fraud in public assistance. _____
- .2 Establish a basis for a sound and uniform relationship with law enforcement offices.
- .3 Establish standards for county welfare department operations and for fraud prevention and detection uniform procedures to insure prompt and consistent action where there are grounds to suspect fraud.
- .4 Provide a flow of consistent and precise data on the extent of fraud and the status of work relating to its prevention, detection, and deterrence.

AFDC
APSB

20-003 DEFINITION OF FRAUD; REFERRALS AND REQUESTS FOR COMPLAINTS 20-003

.1 Definition of Fraud

Fraud exists when a person, on behalf of himself or others, has:

- .11 Knowingly and with intent to deceive or defraud made a false statement or representation to obtain aid, obtain a continuance or increase of aid, or avoid a reduction of aid.
- .12 Knowingly and with intent to defraud failed to disclose a fact which, if disclosed, could have resulted in denial, reduction or discontinuance of aid.
- .13 Accepted aid knowing he is not entitled thereto, or accepted any amount of aid knowing it is greater than the amount to which he is entitled.

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(Pursuant to Government Code Section 11380.1)

20-003 DEFINITION OF FRAUD; REFERRALS AND REQUESTS FOR COMPLAINTS (Cont) 20-003

AFDC .14 For the purpose of obtaining, continuing, or avoiding a
APSB reduction or denial of aid, made statements which he did
not know to be true with reckless disregard of the truth.

.2 Referral of Cases

When grounds exist to suspect that fraud has occurred, the case
shall be referred to the Special Investigative Unit for complete
investigation who shall, if warranted, file a request for complaint
with the district attorney as provided hereinafter

(See Section 20-007).

.3 Determining Whether to Refer Cases to SIU

A complete and detailed referral to the SIU shall be made upon the
receipt of a fraud allegation or the observation of conditions
which, based on knowledge of the case, provides grounds to suspect
that fraud exists or has been attempted as specified in
Section 20-003.1.

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(Pursuant to Government Code Section 11380.1)

20-005 COUNTY RESPONSIBILITY

20-005

AFDC
APSB.1 General

The county welfare department is responsible for making all determinations as to eligibility or ineligibility for assistance and for establishing the amount of overpayment where ineligibility for any aid paid is found. The county welfare department is also responsible for preventing and discovering fraudulent actions by recipients as far as possible, and for taking prompt and decisive steps to investigate and establish the facts regarding any situation in which it appears possible that aid is being received on the basis of incorrect, incomplete or false data. When the county welfare department has grounds to suspect that eligibility was established or an overpayment of assistance was due to fraud, the county welfare department is completing an investigation and, where evidence dictates, requesting a complaint from the district attorney. At the request of the district attorney, the welfare department is responsible for providing documentary evidence, and insuring the appearances of investigators and other county employees at hearings and trials.

.2 Specific County ResponsibilitiesEach county shall:

- the provisions of
.21 Subject to Section 20-007.1, establish and maintain a
Special Investigative Unit (SIU) in accordance with
20-007 consisting of staff trained and qualified to prevent,
detect, and investigate fraud and to carry out investigations
of other possible criminal activity within the purview of the
welfare department.

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(Pursuant to Government Code Section 11380.1)

22-005 COUNTY RESPONSIBILITY (Continued)

20-005

AFDC
APSB

- .22 Provide periodic refresher and special training in the prevention and detection of fraud to all service workers, eligibility workers, and first-line supervisors, utilizing curricula approved by the Department of Benefit Payments. It is recommended that new employees receive a minimum of eight hours of such training during the first four months of their employment. Minimum adequate refresher training is considered to be four hours annually.
- .23 Develop administrative procedures in accordance with guidelines established by the Department of Benefit Payments, to compare data received from the Earnings Clearance System with income reported by recipients. Such comparisons shall be completed within 90 days of receipt of Earnings Clearance System reports by the county. All cases showing an unexplained discrepancy in excess of \$100 between the income reported by a recipient and the income reported by the Earnings Clearance System in a given quarter shall be referred for investigation to the SIU or its equivalent (see Section 20-007.12).

All other discrepancies shall be resolved by appropriate administrative action and recorded. However, any case in which there are grounds to suspect fraud, shall be referred for investigation regardless of the amount.

- .24 Maintain complete records on all fraud investigation activities for statistical reports to be submitted to DBP on series DPA 266 forms.

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(Pursuant to Government Code Section 11380.1)

20-006 RESPONSIBILITY OF ELIGIBILITY WORKERS AND SUPERVISORS

20-006

AFDC
APSB

.1 General

Eligibility workers must constantly be alert to the possibility that attempts may be made to secure or retain assistance through deceit and fraud.

The eligibility worker must ensure that the applicant or recipient understands his responsibility for providing correct and complete data and for promptly reporting facts required for correct determination of eligibility and amount of grant. The worker must also ensure that the applicant or recipient understands the penalties involved for misstating or not reporting relevant facts. This responsibility should be reviewed with the recipient regularly as a reminder or to clear up any misunderstanding.

The eligibility worker is also responsible for taking prompt action on information received, and for relating information received, or observed, to possible future changes in eligibility or need and shall withhold aid promptly when it is determined there is ineligibility for aid.

When it is known that recipients have a problem in reporting changes, more frequent contacts may minimize the problem when there is a reasonable doubt as to the continuing eligibility or correctness of grant.

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(Pursuant to Government Code Section 11380.1)

20-006 RESPONSIBILITY OF ELIGIBILITY WORKERS AND SUPERVISORS 20-006
AFDC (Continued)
APSB The observations of the worker and clues from unrelated conversation
may provide clues for discussion of family problems and arrangements
which will bring out the facts even though the recipient may not
have intended to report them in the beginning.

.2 Certification and Reporting Requirements

.21 Eligibility workers shall advise applicants and recipients
of the possibility of criminal penalties for making false
statements or failing to report information or circumstances
which may affect eligibility or amount of grant, and shall
certify that they have fulfilled this responsibility on the
occasion of every aid application or eligibility redetermination.
The certification shall be signed ^{and dated} by both the eligibility worker
and the applicant or recipient on the same page.

.22 All cases in which an eligibility worker or other county
employee has grounds to suspect fraud shall be referred
directly to the SIU within 5 days (see Section 20-007.31). When
fraud is suspected of an applicant, the case shall be referred to
the SIU immediately--prior to completion of the application for
or granting of aid. Because of the pendency of the application, the SIU
shall investigate these cases on a priority basis allowing the suspicion
to be resolved in time to allow the county to complete the
determination of eligibility within the time limits specified in 40-126.
The fact of, or information concerning, a referral to the SIU shall not be
disclosed to the applicant or recipient, or to other unauthorized persons.

.23 Every county welfare department employee is responsible for reporting
to the SIU any instance of possible unlawful conduct or criminal
activity related to public assistance. The SIU shall refer these cases
to the appropriate law enforcement agency.

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(Pursuant to Government Code Section 11380.1)

AFDC
APSB

20-007 SPECIAL INVESTIGATIVE UNIT (SIU)

20-007

Special Investigative Units shall be established and organized, in accordance with the criteria set forth below, for the purpose of investigating suspected welfare fraud and suspected violations of law in connection with matters for which the county welfare department has responsibility, and to function as liaison between the county welfare department and law enforcement agencies.

.1 Establishment and Staffing

- .11 County welfare departments with an AFDC caseload of 1,000 cases or more shall maintain an SIU. ^{substitute} Equivalent units meeting the criteria of Division 20 may be established in other county departments under a plan of cooperation approved by DBP. Referrals to these units shall be made in accordance with the provisions for referral to the SIU.
- .12 County welfare departments with an AFDC caseload of less than 1,000 may maintain a SIU. Counties with less than 1,000 cases which do not maintain an SIU shall designate one employee to be responsible for referral of suspected fraud cases to the district attorney ^{for investigation} and for coordination and cooperation with the Department of Benefit Payments.
- .13 The SIU shall include field investigators whose duties are limited to AFDC fraud investigation. A ratio of at least one field investigator for every 1,000 AFDC cases or major fraction thereof is recommended.
- .14 The SIU shall also include a qualified person or persons who shall make the overpayment computations in all suspected fraud cases.
- .15 Supervisorial and Investigative staff of the SIU shall meet the minimum standards for Investigators established by the State Personnel Board, or comparable personnel

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20-007 SPECIAL INVESTIGATIVE UNIT (SIU) (Continued)

20-007

AFDC
APSB

standards established by counties administering their own merit system and approved by the State Personnel Board.

Supervisory and investigative staff shall be encouraged to participate in training programs conducted by the Department of Benefit Payments.

.2 Organization Within the County Welfare Department

.21 The SIU shall be a separate organization, independent of organizations performing eligibility and grant determination functions.

.22 Upon request counties shall submit for approval by the Director of DBP a Fraud Control Operating Plan which shall include as a minimum a description of the reporting relationship between the Special Investigative Unit and the county welfare director. Such plans will be evaluated on the basis of the number of cases pending investigation in the SIU, the rate of investigations per total AFDC caseload, the percentage of referrals to the SIU which result in requests for criminal complaints from the District Attorney, the results of investigations of random case samples which the Director, DBP, may require for the purpose of evaluating fraud prevention and detection practices, and other factors he may deem relevant. The Director, DBP, may require organizational and/or other changes prior to approval of the Fraud Control Operating Plan.

.3 Authority and Responsibility

The SIU shall:

.31 Investigate any activity, particularly at intake, which may constitute welfare fraud.

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(Pursuant to Government Code Section 11380.1)

20-007 SPECIAL INVESTIGATIVE UNIT (SIU) (Continued)

20-007

AFDC
APSB

.32 Have access to all county welfare department files, records,
and personnel relevant to the investigations which they conduct.

.33 Conduct all investigations so as not to infringe the constitutional
rights of applicants and recipients. Home visits for the purposes
of investigation may be made during reasonable hours or normal
family activity. Mass or indiscriminate home visits are prohibited.

.34 Prepare reports on completed investigations in accordance with
forms and procedures prescribed by the Department of Benefit
Payments.

.35 Request issuance of criminal complaints from the D.A. on all cases
showing evidence of fraud or other criminal activity, providing him
with all records and reports pertinent to the case.

.36 Not be bound by the restrictions placed on eligibility determinations
in Section 40-157.22 requiring recipient or applicant permission to
contact collateral sources.

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(Pursuant to Government Code Section 11380.1)

20-008 LAW ENFORCEMENT OFFICIALS

20-008

AFDCAPSB

When the county welfare department refers a completed investigation to the district attorney for an opinion as to prosecution, the district attorney will make the decision as to whether or not a criminal complaint is to be made, whether additional investigation is to be conducted, or whether a civil action for recovery is to be brought. In the event of prosecution the Special Investigative Unit will follow prosecutive action with the district attorney and will also record the final disposition of the case.

Nothing in this chapter precludes law enforcement officials from initiating prosecutions for fraud against welfare applicants or recipients when the necessity for such action comes to their attention from sources other than referral by the county welfare department. The welfare department is to be notified of such actions and of the outcome thereof.

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(Pursuant to Government Code Section 11380.1)

20-009 DEPARTMENT OF BENEFIT PAYMENTS

20-009

AFDC
APSB

The Department of Benefit Payments shall provide guidance in the area of fraud to the county welfare departments, district attorneys, and other agencies involved in the control of welfare fraud and related crimes. It shall assist counties in the development, implementation, and administration of programs designed to prevent, deter, identify, and investigate welfare fraud and evaluates and makes recommendations for the improvement of county fraud programs.

The Department also provides training for county welfare department administrative and eligibility staff in welfare fraud detection, and for investigative personnel in investigative techniques. It is responsible as well for the development of forms and procedures to ensure compliance with these regulations.

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(Pursuant to Government Code Section 11380.1)

CHAPTER 20-100 MISUSE OF FUNDS

20-101 SUSPECTED MISUSE OF AFDC FUNDS

20-101

AFDC | .1 Reasonable Grounds -- Misuse of AFDC Funds

In the absence of credible information to the contrary, there are reasonable grounds to suspect misuse of AFDC funds when a person who lives with an AFDC family has little or no income or resources from which to meet his or her own subsistence needs.

.2 Procedure if Reasonable Grounds Exist

Upon determination by an eligibility worker or any other county employee that there are reasonable grounds to suspect that part of an AFDC grant is being wilfully and knowingly used for the support of another person rather than for support of the needy children and the caretaker, as required by W&IC Section 11480, the case shall be referred to the SIU for investigation and, if warranted, a request for a complaint shall be filed with // the district attorney in accordance with the following procedures:

.21 Notifications Regarding Suspected Law Violation By SIU

The person and the caretaker shall both be advised verbally and in writing that continuation may subject them to prosecution for violating W&IC Section 11480. The written notice shall

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(Pursuant to Government Code Section 11380.1)

20-101 SUSPECTED MISUSE OF AFDC FUNDS (Continued) 20-101

AFDC

- .225 The amount the person contributed to the AFDC recipients during the past 12 months.
- .226 The current amount of the AFDC recipients' total need, source and amount of income, and grant.
- .227 Any other available information pertinent to the situation.

44-335 ACTION ON OVERPAYMENTS (Continued)

44-335

AFDC
APSB

.2 Methods of Liquidating Overpayments

Overpayment subject to adjustment in the adjustment period or subject to repayment is to be liquidated to the greatest extent possible in accord with one or more of the following methods as appropriate.

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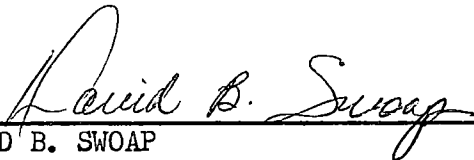
The following regulations are to be repealed effective on the thirtieth day after the order is filed with the Secretary of State:

Section 20-011 PROCEDURAL REQUIREMENTS, COUNTY WELFARE DEPARTMENTS

20-015 PROCEDURAL FLOW

20-201 OTHER SUSPECTED CRIMES.

This regulation contains no mandate for a new program or increased level of service of an existing program within the meaning of Section 2231(d) of the Revenue and Taxation Code.



DAVID B. SWOAP
Director of Benefit Payments



JAMES E. JENKINS, Secretary
Health and Welfare Agency

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